



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

General Office Support (NOC 14100)

| | | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Job ID | C3-4C-D3-98-18-D5 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=C3-4C-D3-98-18-D5 | |
| Company | 1075878 Alberta Ltd. O/a Vast Energy Services | |
| Location | Lloydminster, Alberta | |
| Date Posted | From: 2024-01-30 | To: 2024-07-28 |
| Job | Type: Full-time | Category: Office |
| Job Salary | \$22/hour, 40 hours/week | |
| Languages | English | |

Description

1075878 Alberta Ltd. O/a Vast Energy Services is in need of General Office Support

Employment Terms: Permanent - Full Time

DUTIES AND RESPONSIBILITIES:

1. Respond to telephone, take messages, and direct calls to appropriate recipient.
2. Process incoming and outgoing mail, manually or electronically.
3. Ensure proper filing of company records and documents.
4. Assist in ordering of supplies/parts, check pricing and organize as per requirement.
5. Participate and assist with company safety program.
6. Assist with basic bookkeeping duties
7. Perform basic housekeeping of work area
8. Perform other related tasks as required.

KNOWLEDGE AND SKILLS:

1. Good communication and listening skills are required.
2. Ability to work calmly and effectively under pressure.
3. Strong computer skill is required; Microsoft Office, Word and Excel

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Completion of college business or commercial course is required
2. Minimum of one-year related work experience

WORKING HOURS: Work shift begins from 8:00am to 5:00pm; 8 hours/day, 2 days off on weekends

BENEFITS: Dental and Extended Medical Insurance

WORK LOCATION: 6014 52 Avenue, Lloydminster, Alberta, Canada T9V 2S8

How to Apply

Mail or E-mail resume

Address: 6014 52 Avenue, Lloydminster, Alberta, Canada T9V 2S8

E-mail: carol@vastenergyservices.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

General Office Support (NOC 14100)

| | | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------|
| Job ID | 0073ECA1A1AA2 | |
| Web Address | http://NewCanadianWorker.ca/viewjob?jobname=0073ECA1A1AA2 | |
| Company | 1075878 Alberta Ltd. O/a Vast Energy Services | |
| Location | Lloydminster, Alberta | |
| Date Posted | From: 2024-01-30 | To: 2024-07-28 |
| Job | Type: Full-time | Category: Office |
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Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/07/03

General Office Support (NOC 14100)

| | | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Job ID | 79BCB814D7509 | |
| Web Address | http://NoExperienceNeeded.ca/viewjob?jobname=79BCB814D7509 | |
| Company | 1075878 Alberta Ltd. O/a Vast Energy Services | |
| Location | Lloydminster, Alberta | |
| Date Posted | From: 2024-01-30 | To: 2024-07-28 |
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