



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

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

Legal Administrative Assistant

Job ID	CA-68-B0-65-3F-61
Web Address	https://careers.indigenous.link/viewjob?jobname=CA-68-B0-65-3F-61
Company	Sukhjeevan Chahal Professional Corporation
Location	Edmonton, Alberta
Date Posted	From: 2024-01-31 To: 2024-07-29
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$27.50 per hour, 30 to 40 hours per week
Languages	English

Description

Vacancy: 1

Benefits: Free parking available and other benefits

Terms: Permanent, full-time employment

Working hours: Between 9:00 AM and 5:00 PM

Job location: Suite 114, 9704 - 39 Ave NW, Edmonton, AB T6E 6M7

Education: Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

Tasks:

Schedule and confirm appointments; Maintain filing system; Determine and establish office procedures and routines; Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information; Prepare and key in correspondence and legal documents; Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage; Perform basic bookkeeping tasks; Perform other duties as required

Work conditions and physical capabilities:

Work under pressure and attention to detail

Personal suitability:

Accurate, Client focus, Dependability, Efficient interpersonal skills, Excellent oral communication, Excellent written communication, Organized, Reliability, Team player, Ability to multitask

How to Apply

Email:

info@crlawoffice.ca

Mail:

9704 39 Ave NW, Suite 114

Edmonton, AB T6E 6M7

(Include cover letter & resume)

Job Board Posting



Date Printed: 2024/07/03

Legal Administrative Assistant

Job ID	A770CD8135F0D	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=A770CD8135F0D	
Company	Sukhjeevan Chahal Professional Corporation	
Location	Edmonton, Alberta	
Date Posted	From: 2024-01-31	To: 2024-07-29
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27.50 per hour, 30 to 40 hours per week	
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