



# 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

## Receptionist (14101)

<b>Job ID</b>	<b>CB-3E-31-E8-EC-FC</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=CB-3E-31-E8-EC-FC">https://careers.indigenous.link/viewjob?jobname=CB-3E-31-E8-EC-FC</a>	
<b>Company</b>	Gursach Immigration Solutions Inc	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-02-18	To: 2024-08-16
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$18.50 hourly / 35 hours per Week	
<b>Languages</b>	English	

### Description

Location 3- 9833 44 Ave NW Edmonton, AB  
T6E 5E3

Terms of employment Permanent employment

Full time

Day, Evening

vacancies1

Tasks

Greet people and direct them to contacts or service areas

Provide basic information to clients and the public

Obtain and process information required to provide services

Record and relay information

Schedule and confirm appointments

Send invoices

Maintain work records and logs

Receive and issue payments

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Arrange teleconferences

Calculate billing charges

Perform data entry

Provide customer service

Computer and technology knowledge

MS Office

Personal suitability

Flexibility

Organized

Reliability

Team player

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

### Experience

Experience an asset

### Education Requirements

Secondary (high) school graduation certificate

**How to Apply**

By email

[gursachimmigration@gmail.com](mailto:gursachimmigration@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

## Receptionist (14101)

<b>Job ID</b>	<b>EA43C7455DA48</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=EA43C7455DA48">http://NewCanadianWorker.ca/viewjob?jobname=EA43C7455DA48</a>	
<b>Company</b>	Gursach Immigration Solutions Inc	
<b>Location</b>	Edmonton, Alberta	
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# Job Board Posting

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

Date Printed: 2024/07/03

## Receptionist (14101)

<b>Job ID</b>	<b>26022708F1FD0</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=26022708F1FD0">http://NoExperienceNeeded.ca/viewjob?jobname=26022708F1FD0</a>	
<b>Company</b>	Gursach Immigration Solutions Inc	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-02-18	To: 2024-08-16
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