



# 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

## Sales Secretary

<b>Job ID</b>	<b>CB-EB-85-13-3F-AC</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=CB-EB-85-13-3F-AC">https://careers.indigenous.link/viewjob?jobname=CB-EB-85-13-3F-AC</a>
<b>Company</b>	Sierra Lane Construction Ltd.
<b>Location</b>	Edmonton, Alberta
<b>Date Posted</b>	From: 2024-01-25 To: 2024-07-23
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$26.00/Hour, 35.00 Hours/Week
<b>Languages</b>	English

### Description

Vacancies:

1

Terms of employment

Permanent, Full time

Employment conditions

Day, Morning, Shift

Employer

Sierra Lane Construction Ltd.

Job Tasks

Schedule and confirm appointments

Manage contracts

Answer electronic enquiries

Compile data, statistics and other information

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Type and proofread correspondence, forms and other documents

Conduct research

Consult with clients after sale to provide ongoing support

Work conditions and physical capabilities

Fast-paced environment

Tight deadlines

Attention to detail

Personal suitability

Ability to multitask

Flexibility

Organized

Team player

Accurate

Reliability

Work Location

5320-89 Street NW

Edmonton, AB

T6E 5P9

### Experience

7 months to less than 1 year

### Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Other**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Mature workers, Veterans, Visible minorities, Youth

**How to Apply**

By email

jobs.sierralane@gmail.com

By mail

5320-89 Street NW

Edmonton, AB

T6E 5P9

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

## Sales Secretary

<b>Job ID</b>	<b>FB76F7F2B82C8</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=FB76F7F2B82C8">http://NewCanadianWorker.ca/viewjob?jobname=FB76F7F2B82C8</a>	
<b>Company</b>	Sierra Lane Construction Ltd.	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-01-25	To: 2024-07-23
<b>Job</b>	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

## Sales Secretary

<b>Job ID</b>	<b>FA637A2E17DDC</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=FA637A2E17DDC">http://NoExperienceNeeded.ca/viewjob?jobname=FA637A2E17DDC</a>	
<b>Company</b>	Sierra Lane Construction Ltd.	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-01-25	To: 2024-07-23
<b>Job</b>	Type: Full-time	Category: Office
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