



# 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

## Administrative Assistant

<b>Job ID</b>	<b>CD-BB-A3-26-A8-0B</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=CD-BB-A3-26-A8-0B">https://careers.indigenous.link/viewjob?jobname=CD-BB-A3-26-A8-0B</a>
<b>Company</b>	Gorilla Moving Company Inc.
<b>Location</b>	Mission, British Columbia
<b>Date Posted</b>	From: 2024-02-14 To: 2024-08-12
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$25.00 Per Hour
<b>Languages</b>	English Language Ability

### Description

Job Duties:

- Communicate with clients by telephone and email to understand their shipping and moving requirements, arrange appointments, provide quotes and schedule moves.
- Liaise with clients and colleagues to ensure a timely response to questions, concerns and complaints.
- Assist with the preparation and administration of moving contracts.
- Work collaboratively with the moving team and management to organize daily moving schedules and travel itineraries.
- Monitor office and moving supplies and equipment, and order replacement items as required.
- Administer data entry into our electronic systems and undertake scanning and filing as required.
- Create client invoices and liaise with clients to obtain payment.
- May assist with basic budgeting, bookkeeping and financial reporting, as required.
- May assist with the supervision of clerical staff, as required.
- May assist in creating best practice policies and procedures, and in promoting our services through various marketing channels.
- May assist with updating website, social media and software tools.

Employment Requirements:

- Strong administrative skills.
- Be motivated and have a desire and ability to quickly learn.
- Excellent communication and interpersonal skills.
- Be highly organized and have the ability to multi-task.
- Ability to work independently, efficiently and perform well under pressure.
- Knowledge of invoicing and financial reporting is considered an asset, but not essential.
- Knowledge of industry-specific software and equipment is considered an asset, but not essential.
- English language ability.
- A college diploma in any discipline.

Terms of Employment:

- Permanent, full-time position (30 hours per week), across a variety of shifts between Monday to Sunday.
- Paid vacation.

Location:

- 32631 Kudo Dr., Mission BC, V2V 6T5

### How to Apply

Please email your resume to [Recruitgorillamovingcompany@gmail.com](mailto:Recruitgorillamovingcompany@gmail.com)

# Job Board Posting

Date Printed: 2024/07/03

## Administrative Assistant

<b>Job ID</b>	<b>96E7DFF7760DE</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=96E7DFF7760DE">http://NewCanadianWorker.ca/viewjob?jobname=96E7DFF7760DE</a>	
<b>Company</b>	Gorilla Moving Company Inc.	
<b>Location</b>	Mission, British Columbia	
<b>Date Posted</b>	From: 2024-02-14	To: 2024-08-12
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# Job Board Posting

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

Date Printed: 2024/07/03

## Administrative Assistant

<b>Job ID</b>	<b>D00F19C60F4D1</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=D00F19C60F4D1">http://NoExperienceNeeded.ca/viewjob?jobname=D00F19C60F4D1</a>	
<b>Company</b>	Gorilla Moving Company Inc.	
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