



# 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: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>CL-MD-YK-02-18-24</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=CL-MD-YK-02-18-24">https://careers.indigenous.link/viewjob?jobname=CL-MD-YK-02-18-24</a>
<b>Company</b>	2593459 Ontario Inc.
<b>Location</b>	Toronto, Ontario
<b>Date Posted</b>	From: 2024-03-25 To: 2024-09-21
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	2024-01-15
<b>Job Salary</b>	\$25.50 Per Hour
<b>Languages</b>	English

### Description

Tasks:

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

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

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Conduct research

Perform data entry

Provide customer service

Perform basic bookkeeping tasks

Prepare reports

Personal Suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Client focus

Reliability

Time management

Quick learner

Work Conditions and Physical Capabilities

Fast-paced environment

Work under pressure

Attention to detail

### Experience

Not required but will be an asset

### Credentials

MS Excel

MS Outlook  
MS Windows  
MS Word

**Education Requirements**

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

**Weight Handling**

Upto 50 lbs

**Work Environment**

Willing to relocate

Real estate

**Other**

Travel expenses paid by employer

Public transportation is available

**How to Apply**

Please include a cover note along with detailed resume.

sidks@yahoo.com

# Job Board Posting

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>NCW001140</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=NCW001140">http://NewCanadianWorker.ca/viewjob?jobname=NCW001140</a>	
<b>Company</b>	2593459 Ontario Inc.	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2024-03-25	To: 2024-09-21
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	2024-01-15	
<b>Job Salary</b>	\$25.50 Per Hour	
<b>Languages</b>	English	

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- Prepare reports
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- Excellent written communication
- Flexibility
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sidks@yahoo.com

# Job Board Posting

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

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>PSPQLVSE20841</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=PSPQLVSE20841">http://NoExperienceNeeded.ca/viewjob?jobname=PSPQLVSE20841</a>	
<b>Company</b>	2593459 Ontario Inc.	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2024-03-25	To: 2024-09-21
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	2024-01-15	
<b>Job Salary</b>	\$25.50 Per Hour	
<b>Languages</b>	English	

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