



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: 2024/07/01

Administrative Assistant (NOC 13110)

Job ID	D3-A1-96-5E-7E-49	
Web Address	https://careers.indigenous.link/viewjob?jobname=D3-A1-96-5E-7E-49	
Company	E.S.H. Property Developments Ltd.	
Location	Hinton, Alberta	
Date Posted	From: 2024-04-30	To: 2024-10-27
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00/hour, 35 Hours In A Week	
Languages	English	

Description

Vacancy: 1

Terms of employment: Permanent, Full time, Day

Tasks:

Prepare, key in, edit and proofread correspondence, invoices, brochures, publications, reports, and related material.

Schedule and confirm appointments and meetings with clients.

Order office supplies and maintain inventory.

Set up and maintain manual and computerized information filing systems.

Determine and establish office procedures.

Maintain tent records, phone calls, and maintenance requests.

Help candidates with the leasing agreements and rent collections.

May supervise and train office staff in procedures and in the use of current software.

Greet and assist visitors and potential tenants.

Prepare and distribute notices and memos to the tenants.

Experience

1 years to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and work location: 143 Tamarack Drive , Hinton, Alberta T7V1W3

How to Apply

By email:

eshproperty320@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

Administrative Assistant (NOC 13110)

Job ID	17A5C8E8D3B9A	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=17A5C8E8D3B9A	
Company	E.S.H. Property Developments Ltd.	
Location	Hinton, Alberta	
Date Posted	From: 2024-04-30	To: 2024-10-27
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00/hour, 35 Hours In A Week	
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Education Requirements

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Other

Business and work location: 143 Tamarack Drive , Hinton, Alberta T7V1W3

How to Apply

By email:

eshproperty320@gmail.com

Job Board Posting

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

Date Printed: 2024/07/01

Administrative Assistant (NOC 13110)

Job ID	1F766777C2282	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=1F766777C2282	
Company	E.S.H. Property Developments Ltd.	
Location	Hinton, Alberta	
Date Posted	From: 2024-04-30	To: 2024-10-27
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00/hour, 35 Hours In A Week	
Languages	English	

Description

Vacancy: 1

Terms of employment: Permanent, Full time, Day

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