



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: 2024/07/02

Administrative Assistant

Job ID	D4-39-AF-DD-DE-52	
Web Address	https://careers.indigenous.link/viewjob?jobname=D4-39-AF-DD-DE-52	
Company	Royal Holidays Ltd.	
Location	Calgary, Alberta	
Date Posted	From: 2024-04-18	To: 2024-10-15
Job	Type: Full-time	Category: Office
Job Start Date	as soon as possible	
Job Salary	\$26.00/hr	
Languages	English	

Description

We currently have an exciting opportunity for you to bring your skills, knowledge, and expertise as a dedicated Administrative assistant. Come and join us.

Your duties and responsibilities will include the following:

- Determine and establish office procedures and routines.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Greet people, answers phone calls, schedules meetings and supports visitors.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Set up and maintain manual and computerized information filing systems.
- Order office supplies and maintain inventory.
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information.
- Supports team by performing tasks related to organization and strong communication.

Possesses and able to carry out work with the following characteristics:

Ability to multitask; Flexibility; Team player; Reliability; Organized; Accurate; Client focus

Experience

At least 1 year of relevant working experience

Education Requirements

Completion of high School

Other

Work location: 197 - 1518 Centre St N, Calgary, AB T2E 2R9

How to Apply

Please send your resume to:

royalholidayshr@outlook.com

**Only selected candidate will be contacted.

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant

Job ID	F60FAA3AE5AB0	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=F60FAA3AE5AB0	
Company	Royal Holidays Ltd.	
Location	Calgary, Alberta	
Date Posted	From: 2024-04-18	To: 2024-10-15
Job	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: 2024/07/02

Administrative Assistant

Job ID	6F4189FFAB422	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=6F4189FFAB422	
Company	Royal Holidays Ltd.	
Location	Calgary, Alberta	
Date Posted	From: 2024-04-18	To: 2024-10-15
Job	Type: Full-time	Category: Office
Job Start Date	as soon as possible	
Job Salary	\$26.00/hr	
Languages	English	

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