



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

Job ID	D5-EF-76-35-2C-88
Web Address	https://careers.indigenous.link/viewjob?jobname=D5-EF-76-35-2C-88
Company	Rapid Freightways Inc. O/a Rapid Freightways
Location	Edmonton, Alberta
Date Posted	From: 2024-01-15 To: 2024-07-13
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$25.64 Hourly, for 30 to 40 Hours per week
Languages	English

Description

Job Types

Regular job

Terms of Employment:

Full Time, Permanent

Location:

11433- 154 St NW

Edmonton, AB

T5M 3N7

(1 vacancy)

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

Order office supplies and maintain inventory

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

Experience and specialization

Computer and technology knowledge

MS Office

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Personal suitability
Ability to multitask
Excellent oral communication
Excellent written communication
Organized
Team player
Accurate
Client focus

How to Apply

By email
info@rapidfreightways.ca
By mail
11433- 154 St NW
Edmonton, AB
T5M 3N7

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant

Job ID	36F9C0CCA40C0
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=36F9C0CCA40C0
Company	Rapid Freightways Inc. O/a Rapid Freightways
Location	Edmonton, Alberta
Date Posted	From: 2024-01-15 To: 2024-07-13
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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

Job ID	3F423EE0D6F4D
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=3F423EE0D6F4D
Company	Rapid Freightways Inc. O/a Rapid Freightways
Location	Edmonton, Alberta
Date Posted	From: 2024-01-15 To: 2024-07-13
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