



# 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: 2024/06/30

## Administrative Assistant

<b>Job ID</b>	<b>D9-92-4C-AA-E2-F9</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D9-92-4C-AA-E2-F9">https://careers.indigenous.link/viewjob?jobname=D9-92-4C-AA-E2-F9</a>	
<b>Company</b>	Quantum Tutoring Services Ltd.	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2024-06-13	To: 2024-12-10
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Salary</b>	\$25 Per Hour	
<b>Languages</b>	English	

### Description

Quantum Tutoring Services Ltd., located at 200-6007 West Blvd., Vancouver, BC V6M 2G2, is dedicated to inspiring, fostering, and enlightening each student on their path of self-exploration, providing ways for them to see their own reflection through their discovery of the world. The company helps students from early childhood to young adulthood embark on their new adventures by achieving their goals, exceeding expectations, and gaining entry to the top universities in the United States and Canada.

The company is currently seeking a full-time Administrative Assistant.

Job Duties:

- Establish and implement policies and procedures.
- Record and prepare minutes of meetings, seminars, and conferences.
- Determine and establish office procedures and routines.
- Schedule and confirm appointments.
- Answer telephone calls and relay messages.
- Respond to electronic inquiries.
- Compile data, statistics, and other information.
- Order office supplies and maintain inventory.
- Arrange travel, related itineraries, and make reservations.
- Greet visitors and direct them to contacts or service areas.
- Set up and maintain manual and computerized information filing systems.
- Type and proofread correspondence, forms, and other documents.
- Provide excellent customer service.

### Experience

Over six months of relevant experience

### Education Requirements

At least a college education

### Other

Compensation:

- Remuneration is \$25 per hour.
- Benefits include options for:
  - o Dental plan
  - o Disability benefits
  - o Health care plan
  - o Paramedical services coverage
  - o Vision care benefits

### How to Apply

Interested candidates, please apply with your resume to email at: [newmilesrecruitment@outlook.com](mailto:newmilesrecruitment@outlook.com).

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/06/30

## Administrative Assistant

<b>Job ID</b>	<b>8EBB8164702BA</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=8EBB8164702BA">http://NewCanadianWorker.ca/viewjob?jobname=8EBB8164702BA</a>	
<b>Company</b>	Quantum Tutoring Services Ltd.	
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# Job Board Posting

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

Date Printed: 2024/06/30

## Administrative Assistant

<b>Job ID</b>	<b>72D2B0A4EDCDF</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=72D2B0A4EDCDF">http://NoExperienceNeeded.ca/viewjob?jobname=72D2B0A4EDCDF</a>	
<b>Company</b>	Quantum Tutoring Services Ltd.	
<b>Location</b>	Vancouver, British Columbia	
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