



# 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 Clerk (NOC 14100)

<b>Job ID</b>	<b>D9-C4-6A-0D-45-F9</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D9-C4-6A-0D-45-F9">https://careers.indigenous.link/viewjob?jobname=D9-C4-6A-0D-45-F9</a>
<b>Company</b>	GD College Inc. O/a GD College
<b>Location</b>	Calgary, Alberta
<b>Date Posted</b>	From: 2024-02-06 To: 2024-08-04
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$24.00 / Hour For 32 Hours / Week
<b>Languages</b>	English

### Description

Vacancies: 2

Terms of employment: Permanent, Full time , Day

Responsibilities

Tasks

Type and proofread correspondence, forms and other documents Receive and forward telephone or electronic enquiries Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases Process incoming and outgoing mail manually or electronically Send and receive messages Perform basic bookkeeping tasks Compile data, statistics and other information Prepare invoices and bank deposits Photocopy and collate documents for distribution, mailing and filing

Computer and technology knowledge

MS Excel, MS Windows

Work conditions and physical capabilities

Repetitive tasks, Attention to detail

### Experience

7 months to less than 1 year

### Education Requirements

Secondary (high) school graduation certificate

### Other

Business and Job location: 1935 27 Ave NE 108 Calgary, Alberta T2E 7E4

### How to Apply

By email: [jobs.gdcollege@gmail.com](mailto:jobs.gdcollege@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

## Administrative Clerk (NOC 14100)

<b>Job ID</b>	<b>DDDE8ECBA2505</b>
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=DDDE8ECBA2505">http://NewCanadianWorker.ca/viewjob?jobname=DDDE8ECBA2505</a>
<b>Company</b>	GD College Inc. O/a GD College
<b>Location</b>	Calgary, Alberta
<b>Date Posted</b>	From: 2024-02-06 To: 2024-08-04
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$24.00 / Hour For 32 Hours / Week
<b>Languages</b>	English

### Description

Vacancies: 2

Terms of employment: Permanent, Full time , Day

Responsibilities

Tasks

Type and proofread correspondence, forms and other documents Receive and forward telephone or electronic enquiries Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases Process incoming and outgoing mail manually or electronically Send and receive messages Perform basic bookkeeping tasks Compile data, statistics and other information Prepare invoices and bank deposits Photocopy and collate documents for distribution, mailing and filing

Computer and technology knowledge

MS Excel, MS Windows

Work conditions and physical capabilities

Repetitive tasks, Attention to detail

### Experience

7 months to less than 1 year

### Education Requirements

Secondary (high) school graduation certificate

### Other

Business and Job location: 1935 27 Ave NE 108 Calgary, Alberta T2E 7E4

### How to Apply

By email: [jobs.gdcollege@gmail.com](mailto:jobs.gdcollege@gmail.com)

# Job Board Posting

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

Date Printed: 2024/07/03

## Administrative Clerk (NOC 14100)

<b>Job ID</b>	<b>E41DDCB7CDF5D</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=E41DDCB7CDF5D">http://NoExperienceNeeded.ca/viewjob?jobname=E41DDCB7CDF5D</a>	
<b>Company</b>	GD College Inc. O/a GD College	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2024-02-06	To: 2024-08-04
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$24.00 / Hour For 32 Hours / Week	
<b>Languages</b>	English	

### Description

Vacancies: 2

Terms of employment: Permanent, Full time , Day

Responsibilities

Tasks

Type and proofread correspondence, forms and other documents Receive and forward telephone or electronic enquiries Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases Process incoming and outgoing mail manually or electronically Send and receive messages Perform basic bookkeeping tasks Compile data, statistics and other information Prepare invoices and bank deposits Photocopy and collate documents for distribution, mailing and filing

Computer and technology knowledge

MS Excel, MS Windows

Work conditions and physical capabilities

Repetitive tasks, Attention to detail

### Experience

7 months to less than 1 year

### Education Requirements

Secondary (high) school graduation certificate

### Other

Business and Job location: 1935 27 Ave NE 108 Calgary, Alberta T2E 7E4

### How to Apply

By email: [jobs.gdcollege@gmail.com](mailto:jobs.gdcollege@gmail.com)