



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 (NOC 1241)

Job ID	DA-26-C2-3E-41-FB	
Web Address	https://careers.indigenous.link/viewjob?jobname=DA-26-C2-3E-41-FB	
Company	Universal Printing Press Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-19	To: 2024-10-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.45 / Hour For 35 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time , Day

Job requirements

Business Equipment and Computer Applications

MS Excel, MS word

Tasks

Type and proofread correspondence, forms and other documents; Schedule and confirm appointments; Greet people and direct them to contacts or service areas; Determine and establish office procedures and routines; Arrange and co-ordinate seminars, conferences, etc.; Answer telephone and relay telephone calls and messages; Answer electronic enquiries, Compile data, statistics and other information; Order office supplies and maintain inventory; Record and prepare minutes of meetings, seminars and conferences

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: #14 3908 97 street Edmonton, AB T6E 6N2

How to Apply

By email

universal12print@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant (NOC 1241)

Job ID	368DC2895596D	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=368DC2895596D	
Company	Universal Printing Press Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-19	To: 2024-10-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.45 / Hour For 35 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time , Day

Job requirements

Business Equipment and Computer Applications

MS Excel, MS word

Tasks

Type and proofread correspondence, forms and other documents; Schedule and confirm appointments; Greet people and direct them to contacts or service areas; Determine and establish office procedures and routines; Arrange and co-ordinate seminars, conferences, etc.; Answer telephone and relay telephone calls and messages; Answer electronic enquiries, Compile data, statistics and other information; Order office supplies and maintain inventory; Record and prepare minutes of meetings, seminars and conferences

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: #14 3908 97 street Edmonton, AB T6E 6N2

How to Apply

By email

universal12print@gmail.com

Job Board Posting

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

Date Printed: 2024/07/02

Administrative Assistant (NOC 1241)

Job ID	2A4C9EB7E059A	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=2A4C9EB7E059A	
Company	Universal Printing Press Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-19	To: 2024-10-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.45 / Hour For 35 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time , Day

Job requirements

Business Equipment and Computer Applications

MS Excel, MS word

Tasks

Type and proofread correspondence, forms and other documents; Schedule and confirm appointments; Greet people and direct them to contacts or service areas; Determine and establish office procedures and routines; Arrange and co-ordinate seminars, conferences, etc.; Answer telephone and relay telephone calls and messages; Answer electronic enquiries, Compile data, statistics and other information; Order office supplies and maintain inventory; Record and prepare minutes of meetings, seminars and conferences

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: #14 3908 97 street Edmonton, AB T6E 6N2

How to Apply

By email

universal12print@gmail.com