



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	DA-B7-16-58-6B-E5
Web Address	https://careers.indigenous.link/viewjob?jobname=DA-B7-16-58-6B-E5
Company	LAE Printing
Location	Leduc, Alberta
Date Posted	From: 2024-01-12 To: 2024-07-10
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$25.64 hourly, Permanent, full-time / 30 to 40 hours per Week
Languages	English

Description

Location: 5904 50 Street, Suite #108 Leduc, AB T9E 0R6

Number of Vacancies: 2 vacancies

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Responsibilities:

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

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

Perform data entry

Provide customer service

Recruit and hire staff

Maintain and manage digital database

How to Apply

By email: laeprinting@outlook.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant

Job ID	5067B8811C8CF	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=5067B8811C8CF	
Company	LAE Printing	
Location	Leduc, Alberta	
Date Posted	From: 2024-01-12	To: 2024-07-10
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.64 hourly, Permanent, full-time / 30 to 40 hours per Week	
Languages	English	

Description

Location: 5904 50 Street, Suite #108 Leduc, AB T9E 0R6

Number of Vacancies: 2 vacancies

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Responsibilities:

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

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

Perform data entry

Provide customer service

Recruit and hire staff

Maintain and manage digital database

How to Apply

By email: laeprinting@outlook.com

Job Board Posting

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

Date Printed: 2024/07/03

Administrative Assistant

Job ID 4C5096C548074
Web Address <http://NoExperienceNeeded.ca/viewjob?jobname=4C5096C548074>
Company LAE Printing
Location Leduc, Alberta
Date Posted From: 2024-01-12 To: 2024-07-10
Job Type: Full-time Category: Office
Job Start Date As soon as possible
Job Salary \$25.64 hourly, Permanent, full-time / 30 to 40 hours per Week
Languages English

Description

Location: 5904 50 Street, Suite #108 Leduc, AB T9E 0R6

Number of Vacancies: 2 vacancies

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Responsibilities:

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

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

Perform data entry

Provide customer service

Recruit and hire staff

Maintain and manage digital database

How to Apply

By email: laeprinting@outlook.com