



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

Receptionist (NOC 14101)

Job ID	DE-A4-36-AA-77-73
Web Address	https://careers.indigenous.link/viewjob?jobname=DE-A4-36-AA-77-73
Company	Document Genie Ltd
Location	Edmonton, Alberta
Date Posted	From: 2024-05-28 To: 2024-11-24
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$19.00 / Hour For 35 Hours / Week
Languages	English

Description

Vacancies: 1

Terms of employment: Permanent, Full time , Day, Evening

Job requirements

Computer and technology knowledge

Electronic mail, MS Word

Tasks

Greet people and direct them to contacts or service areas, Provide basic information to clients and the public, Obtain and process information required to provide services, Operate switchboard or telephone system, Order office supplies, Record and relay information, Schedule and confirm appointments, Maintain work records and logs, Perform clerical duties, such as filing and sorting and distributing mail, Answer telephone and relay telephone calls and messages,

Arrange teleconferences

Work conditions and physical capabilities

Fast-paced environment

Experience

Experience an asset

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: 9257 34th Avenue NW Edmonton, ABT6E 5T6

How to Apply

By email

genidocument@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/06/30

Receptionist (NOC 14101)

Job ID	C1D6011FF26E3	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=C1D6011FF26E3	
Company	Document Genie Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2024-05-28	To: 2024-11-24
Job	Type: Full-time	Category: Office
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Job Board Posting

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

Date Printed: 2024/06/30

Receptionist (NOC 14101)

Job ID	5631F952E74A2	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=5631F952E74A2	
Company	Document Genie Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2024-05-28	To: 2024-11-24
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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By email

genidocument@gmail.com

Job Board Posting



APathForAll.com
Refugees & Asylum Seekers...

Date Printed: 2024/06/30

Receptionist (NOC 14101)

Job ID	6EABBB0D81
Web Address	https://apathforall.com/viewjob?jobname=6EABBB0D81
Company	Document Genie Ltd
Location	Edmonton, Alberta
Date Posted	From: 2024-05-28 To: 2024-11-24
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$19.00 / Hour For 35 Hours / Week
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