



# 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

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>E7-9D-AD-3B-80-CF</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E7-9D-AD-3B-80-CF">https://careers.indigenous.link/viewjob?jobname=E7-9D-AD-3B-80-CF</a>
<b>Company</b>	Rothesay Motel
<b>Location</b>	Rothesay, New Brunswick
<b>Date Posted</b>	From: 2024-03-18 To: 2024-09-14
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$17.00 per hour, 30 - 40 hours per week
<b>Languages</b>	English

### Description

Tasks:

- Preparing and managing invoicing.
- Answer telephone and relay telephone calls and messages.
- Answer electronic enquiries.
- Order office supplies and maintain inventory.
- Greet people and direct them to contacts or service areas.
- Type and proofread correspondence, forms and other documents.
- Managing the front counter by greeting customers and answering phone inquiries in a professional and courteous manner.
- Review, respond and draft email communications on behalf of yourself or others.
- Managing the records and files for our various locations, vendors and clients.
- Maintaining inventory of hotel collateral and office supplies.
- Preparing and distributing bank deposits and company mail outs.
- Accepting and tracking deliveries.
- Completing special projects and assignments.
- Schedule and confirm appointments and meetings and provide support leading into or during these when applicable.
- Set up and maintain filing systems (physical and electronic).
- Determine and maintain office procedures.
- Entering or maintaining data in a variety of tech platforms and proprietary systems.

Required Knowledge, Skills, Abilities and Personal Attributes:

- A Strong knowledge of computer programs such as word, excel, publisher etc.
- 1-2 years previous experience in an administrative role, preferably in the hospitality industry or a busy office setting.
- Ability to work independently.
- Outstanding communication and interpersonal abilities.
- Excellent organizational and time management skills.
- An outgoing personality, including excellent transcription skills.
- Ability to develop strong relationships with others.
- Flexibility as the odd meeting can be outside normal working hours.
- Act as a primary communication point for those which you support.
- Experience as an office administrator, office assistant or relevant role would be advantageous.
- Familiarity with office management procedures and basic accounting principles.
- An openness to learning new technologies.

Job type: Full-time

Work term: Permanent

Schedule:

- Holidays
- Monday to Friday
- Weekends as needed
- Day/Night shift

**Experience**

1-2 years previous experience in an administrative role, preferably in the hospitality industry or a busy office setting.

**How to Apply**

Email to [rothesaymotel@gmail.com](mailto:rothesaymotel@gmail.com)

We do not take any resume on the working site.

# Job Board Posting

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>BF6B4797A66F6</b>
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=BF6B4797A66F6">http://NewCanadianWorker.ca/viewjob?jobname=BF6B4797A66F6</a>
<b>Company</b>	Rothesay Motel
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# Job Board Posting

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

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>0A0F9E6C0A874</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=0A0F9E6C0A874">http://NoExperienceNeeded.ca/viewjob?jobname=0A0F9E6C0A874</a>	
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