



# 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: 2024/06/30

## Receptionist

<b>Job ID</b>	<b>EC-B1-8F-16-32-E0</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=EC-B1-8F-16-32-E0">https://careers.indigenous.link/viewjob?jobname=EC-B1-8F-16-32-E0</a>	
<b>Company</b>	6999230 Manitoba Ltd.	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2024-06-11	To: 2024-12-08
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$18.00 Per Hour	
<b>Languages</b>	English	

### Description

Position Type: Full-Time Permanent

Job Vacancy - 1

Job Responsibilities:

1. Greet people and direct them to contacts or service areas
2. Provide basic information to clients and the public
3. Obtain and process information required to provide customer service
4. Order office supplies
5. Record and relay information
6. Schedule and confirm appointments
7. Send invoices
8. Maintain work records and logs
9. Receive and issue payments
10. Perform clerical duties, such as filing and sorting and distributing mail
11. Answer telephone and relay telephone calls and messages
12. Calculate billing charges
13. Provide customer service
14. Perform basic bookkeeping tasks

Personal suitability:

1. Efficient interpersonal skills
2. Flexibility
3. Organized
4. Reliability
5. Time management

Work conditions and physical capabilities:

1. Fast-paced environment
2. Repetitive tasks
3. Attention to detail
4. Combination of sitting, standing, walking

Employment groups:

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

1. Support for persons with disabilities
2. Support for newcomers and refugees
3. Support for youths
4. Support for Indigenous people

5. Support for mature workers
6. Supports for visible minorities

**Experience**

Experience an asset

**Education Requirements**

Secondary (high) school graduation certificate

**Other**

- Who can apply to this job

Only apply to this job if:

\* You are a Canadian citizen, a permanent or a temporary resident of Canada.

\* You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

**How to Apply**

By email: [bura.beauty.spa@gmail.com](mailto:bura.beauty.spa@gmail.com)

# Job Board Posting

Date Printed: 2024/06/30

## Receptionist

<b>Job ID</b>	<b>3E34F74A12FB5</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=3E34F74A12FB5">http://NewCanadianWorker.ca/viewjob?jobname=3E34F74A12FB5</a>	
<b>Company</b>	6999230 Manitoba Ltd.	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2024-06-11	To: 2024-12-08
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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

<b>Job ID</b>	<b>0A2782D1CC776</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=0A2782D1CC776">http://NoExperienceNeeded.ca/viewjob?jobname=0A2782D1CC776</a>	
<b>Company</b>	6999230 Manitoba Ltd.	
<b>Location</b>	Winnipeg, Manitoba	
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# Job Board Posting



**APathForAll.com**  
Refugees & Asylum Seekers...

Date Printed: 2024/06/30

## Receptionist

<b>Job ID</b>	<b>775BD81EC6</b>	
<b>Web Address</b>	<a href="https://apathforall.com/viewjob?jobname=775BD81EC6">https://apathforall.com/viewjob?jobname=775BD81EC6</a>	
<b>Company</b>	6999230 Manitoba Ltd.	
<b>Location</b>	Winnipeg, Manitoba	
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