



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: 2024/07/01

Office Assistant (NOC 1411)

Job ID ED-34-4B-07-25-96
Web Address <https://careers.indigenous.link/viewjob?jobname=ED-34-4B-07-25-96>
Company 10192821 Canada Inc O/a Midas Auto Service
Location Calgary, Alberta
Date Posted From: 2024-04-22 To: 2024-10-19
Job Type: Full-time Category: Office
Job Start Date As soon as possible
Job Salary \$23.08 / Hour For 32-35Hours / Week
Languages English

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Business Equipment and Computer Applications

MS Word, MS Excel

Tasks

Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Photocopy and collate documents for distribution, mailing and filing, Label files according to retention and disposal schedules, Locate and remove files requested, Label, file and retrieve documents

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and job Location: 2529, 17 Ave SW Calgary, AB T3E 0A2

How to Apply

By email

mohammed.zainullabuddin@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

Office Assistant (NOC 1411)

Job ID 8C5E205948CBB
Web Address <http://NewCanadianWorker.ca/viewjob?jobname=8C5E205948CBB>
Company 10192821 Canada Inc O/a Midas Auto Service
Location Calgary, Alberta
Date Posted From: 2024-04-22 To: 2024-10-19
Job Type: Full-time Category: Office
Job Start Date As soon as possible
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Education Requirements

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Other

Business and job Location: 2529, 17 Ave SW Calgary, AB T3E 0A2

How to Apply

By email

mohammed.zainullabuddin@gmail.com

Job Board Posting

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

Date Printed: 2024/07/01

Office Assistant (NOC 1411)

Job ID 483E2B24C875B
Web Address <http://NoExperienceNeeded.ca/viewjob?jobname=483E2B24C875B>
Company 10192821 Canada Inc O/a Midas Auto Service
Location Calgary, Alberta
Date Posted From: 2024-04-22 To: 2024-10-19
Job Type: Full-time Category: Office
Job Start Date As soon as possible
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