



# 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: 2024/07/02

## Administrative Assistant (NOC Group 13110)

<b>Job ID</b>	<b>F0-1F-16-E6-03-B9</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=F0-1F-16-E6-03-B9">https://careers.indigenous.link/viewjob?jobname=F0-1F-16-E6-03-B9</a>
<b>Company</b>	Consumer Appliances & Home Services Ltd.
<b>Location</b>	Vancouver, British Columbia
<b>Date Posted</b>	From: 2024-03-04 To: 2024-08-31
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$25.50 hourly, for 37.5 hours per week
<b>Languages</b>	English

### Description

Consumer Appliances & Home Services Ltd., located 8385 St George Street suite 11 Vancouver, BC V5X 4P3 is currently hiring a permanent fulltime Administrative Assistant.

Position Available: 1

Terms of employment: Full time, Permanent

Location: 8385 St George Street suite 11 Vancouver, BC V5X 4P3

Job Duties:

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy.
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Determine and establish office procedures
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Compile data, statistics and other information

### Experience

1-2 years' experience in clerical field is required

### Education Requirements

Secondary School Education is required

### How to Apply

Please forward your resume to [roger.lu@vanconsumer.ca](mailto:roger.lu@vanconsumer.ca)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

## Administrative Assistant (NOC Group 13110)

<b>Job ID</b>	<b>FF02E89836878</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=FF02E89836878">http://NewCanadianWorker.ca/viewjob?jobname=FF02E89836878</a>	
<b>Company</b>	Consumer Appliances & Home Services Ltd.	
<b>Location</b>	Vancouver, British Columbia	
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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 (NOC Group 13110)

<b>Job ID</b>	<b>1B4AE9FEEEF56</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=1B4AE9FEEEF56">http://NoExperienceNeeded.ca/viewjob?jobname=1B4AE9FEEEF56</a>	
<b>Company</b>	Consumer Appliances & Home Services Ltd.	
<b>Location</b>	Vancouver, British Columbia	
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