



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 (NOC 13110)

Job ID	F4-BD-4A-62-6D-EA
Web Address	https://careers.indigenous.link/viewjob?jobname=F4-BD-4A-62-6D-EA
Company	406011 Alberta Ltd O/A Bluesky Day Care
Location	Edmonton, Alberta
Date Posted	From: 2024-03-01 To: 2024-08-28
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$25.64 / Hour For 35 Hours / Week
Languages	English

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Personal suitability

Ability to multitask, Organized, Reliability

Computer and technology knowledge

MS Excel, MS Office

Tasks

Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Arrange travel, related itineraries and make reservations, Greet people and direct them to contacts or service areas, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents

Work conditions and physical capabilities

Fast-paced environment, Repetitive tasks

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location 11913-134 Ave Edmonton, AB T5E 1L4

How to Apply

By email blueskydaycare.careers@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant (NOC 13110)

Job ID	27AD58C049C69	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=27AD58C049C69	
Company	406011 Alberta Ltd O/A Bluesky Day Care	
Location	Edmonton, Alberta	
Date Posted	From: 2024-03-01	To: 2024-08-28
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: 2024/07/02

Administrative Assistant (NOC 13110)

Job ID	BD93D77AFC846	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=BD93D77AFC846	
Company	406011 Alberta Ltd O/A Bluesky Day Care	
Location	Edmonton, Alberta	
Date Posted	From: 2024-03-01	To: 2024-08-28
Job	Type: Full-time	Category: Office
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