



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: 2024/07/03

Receptionist (NOC 14101)

Job ID	F8-AA-FA-E2-D4-70	
Web Address	https://careers.indigenous.link/viewjob?jobname=F8-AA-FA-E2-D4-70	
Company	Fargo Immigration Consultancy Inc.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-01-18	To: 2024-07-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$19.00 Hourly / 35 Hours Per Week	
Languages	English	

Description

Vacancy: 1

Terms of employment: Permanent employment

Full time

Day

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Provide basic information to clients and the public

Obtain and process information required to provide services

Operate switchboard or telephone system

Record and relay information

Schedule and confirm appointments

Receive and issue payments

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Experience and specialization

Computer and technology knowledge

Electronic mail

MS Excel

MS Word

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Flexibility

Organized

Business and work location :unit 104,5119-22 Ave sw Edmonton, AB T6X 2N4

Experience

Will train

Education Requirements

Secondary (high) school graduation certificate

Other

Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a

member of these groups: Indigenous people, Newcomers to Canada, Youth

How to Apply

By email

resume.hr.alberta@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Receptionist (NOC 14101)

Job ID	59B7123041CDB	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=59B7123041CDB	
Company	Fargo Immigration Consultancy Inc.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-01-18	To: 2024-07-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$19.00 Hourly / 35 Hours Per Week	
Languages	English	

Description

Vacancy: 1

Terms of employment: Permanent employment

Full time

Day

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Provide basic information to clients and the public

Obtain and process information required to provide services

Operate switchboard or telephone system

Record and relay information

Schedule and confirm appointments

Receive and issue payments

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Experience and specialization

Computer and technology knowledge

Electronic mail

MS Excel

MS Word

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Flexibility

Organized

Business and work location :unit 104,5119-22 Ave sw Edmonton, AB T6X 2N4

Experience

Will train

Education Requirements

Secondary (high) school graduation certificate

Other

Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a

member of these groups: Indigenous people, Newcomers to Canada, Youth

How to Apply

By email

resume.hr.alberta@gmail.com

Job Board Posting

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

Date Printed: 2024/07/03

Receptionist (NOC 14101)

Job ID	E6393D18E8E85	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=E6393D18E8E85	
Company	Fargo Immigration Consultancy Inc.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-01-18	To: 2024-07-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$19.00 Hourly / 35 Hours Per Week	
Languages	English	

Description

Vacancy: 1

Terms of employment: Permanent employment

Full time

Day

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Provide basic information to clients and the public

Obtain and process information required to provide services

Operate switchboard or telephone system

Record and relay information

Schedule and confirm appointments

Receive and issue payments

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Experience and specialization

Computer and technology knowledge

Electronic mail

MS Excel

MS Word

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Flexibility

Organized

Business and work location :unit 104,5119-22 Ave sw Edmonton, AB T6X 2N4

Experience

Will train

Education Requirements

Secondary (high) school graduation certificate

Other

Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a

member of these groups: Indigenous people, Newcomers to Canada, Youth

How to Apply

By email

resume.hr.alberta@gmail.com