



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 13110)

Job ID	FA-FA-7C-46-EE-F7
Web Address	https://careers.indigenous.link/viewjob?jobname=FA-FA-7C-46-EE-F7
Company	Club 16 Trevor Linden Fitness
Location	Surrey, British Columbia
Date Posted	From: 2024-03-04 To: 2024-08-31
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$25.00 per hour, 35-40 hours per week
Languages	English

Description

Club 16 Trevor Linden Fitness located at 6329 King George Blvd Surrey; BC is looking for 1 full-time Administrative Assistant (NOC 13110) to join their team as soon as possible.

Position Available: 1

Terms of Employment: Permanent, Full-time

Work Location: 6329 King George Blvd Surrey, BC V3X 1G1.

Job Duties:

- Determine and establish office procedures
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Efficiently schedule and manage appointments for prospective members to tour the facility and learn about membership benefits.
- Guide interested individuals through the membership sign-up process, explaining membership options, fees, and benefits.
- Supervise staff in keeping cleanliness of the gym (restocking, laundry, vacuuming/mopping, etc.)
- Conduct regular checks to ensure equipment is organized, and facilities are well-maintained.
- Provide excellent customer support by addressing inquiries and resolving issues in a timely manner.
- Maintain office supplies inventory and place orders when necessary.

Job Requirements:

Education: Completion of Secondary (high) school graduation is required.

Experience: 1-2 years of relevant experience is required.

Work conditions and physical capabilities

- Fast-paced environment
- Attention to detail.

Personal suitability

- Flexibility
- Reliable
- Organized
- Team player

How to Apply

Contact only by sending emails at: club16surrey@outlook.com, No phone calls or personal visits are allowed before the interview. Only Selected candidates will be contacted for interview.

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant (NOC 13110)

Job ID	CCA253B3DB666	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=CCA253B3DB666	
Company	Club 16 Trevor Linden Fitness	
Location	Surrey, British Columbia	
Date Posted	From: 2024-03-04	To: 2024-08-31
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00 per hour, 35-40 hours per week	
Languages	English	

Description

Club 16 Trevor Linden Fitness located at 6329 King George Blvd Surrey; BC is looking for 1 full-time Administrative Assistant (NOC 13110) to join their team as soon as possible.

Position Available: 1

Terms of Employment: Permanent, Full-time

Work Location: 6329 King George Blvd Surrey, BC V3X 1G1.

Job Duties:

- Determine and establish office procedures
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Efficiently schedule and manage appointments for prospective members to tour the facility and learn about membership benefits.
- Guide interested individuals through the membership sign-up process, explaining membership options, fees, and benefits.
- Supervise staff in keeping cleanliness of the gym (restocking, laundry, vacuuming/mopping, etc.)
- Conduct regular checks to ensure equipment is organized, and facilities are well-maintained.
- Provide excellent customer support by addressing inquiries and resolving issues in a timely manner.
- Maintain office supplies inventory and place orders when necessary.

Job Requirements:

Education: Completion of Secondary (high) school graduation is required.

Experience: 1-2 years of relevant experience is required.

Work conditions and physical capabilities

- Fast-paced environment
- Attention to detail.

Personal suitability

- Flexibility
- Reliable
- Organized
- Team player

How to Apply

Contact only by sending emails at: club16surrey@outlook.com, No phone calls or personal visits are allowed before the interview. Only Selected candidates will be contacted for interview.

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	541CBF137E1C9	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=541CBF137E1C9	
Company	Club 16 Trevor Linden Fitness	
Location	Surrey, British Columbia	
Date Posted	From: 2024-03-04	To: 2024-08-31
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00 per hour, 35-40 hours per week	
Languages	English	

Description

Club 16 Trevor Linden Fitness located at 6329 King George Blvd Surrey; BC is looking for 1 full-time Administrative Assistant (NOC 13110) to join their team as soon as possible.

Position Available: 1

Terms of Employment: Permanent, Full-time

Work Location: 6329 King George Blvd Surrey, BC V3X 1G1.

Job Duties:

- Determine and establish office procedures
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Efficiently schedule and manage appointments for prospective members to tour the facility and learn about membership benefits.
- Guide interested individuals through the membership sign-up process, explaining membership options, fees, and benefits.
- Supervise staff in keeping cleanliness of the gym (restocking, laundry, vacuuming/mopping, etc.)
- Conduct regular checks to ensure equipment is organized, and facilities are well-maintained.
- Provide excellent customer support by addressing inquiries and resolving issues in a timely manner.
- Maintain office supplies inventory and place orders when necessary.

Job Requirements:

Education: Completion of Secondary (high) school graduation is required.

Experience: 1-2 years of relevant experience is required.

Work conditions and physical capabilities

- Fast-paced environment
- Attention to detail.

Personal suitability

- Flexibility
- Reliable
- Organized
- Team player

How to Apply

Contact only by sending emails at: club16surrey@outlook.com, No phone calls or personal visits are allowed before the interview. Only Selected candidates will be contacted for interview.