



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

Administrative Assistant (NOC 13110)

Job ID	FD-7A-4A-49-E9-1C	
Web Address	https://careers.indigenous.link/viewjob?jobname=FD-7A-4A-49-E9-1C	
Company	Lunatech Consulting Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-02-10	To: 2024-08-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.34 Hourly / 35 Hours Per Week	
Languages	English	

Description

Vacancy: 1

Terms of employment: Permanent employment

Full time

Day, Evening

Responsibilities

Tasks

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

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

Experience and specialization

Computer and technology knowledge

MS Word

MS Office

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Organized

Team player

Client focus

Business and work location :B12 10132 105 Street NW Edmonton, AB T5J 1C9

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

How to Apply

By email

lunatechconsulting@gmail.com

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant (NOC 13110)

Job ID	791ABF4B0B5AA	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=791ABF4B0B5AA	
Company	Lunatech Consulting Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-02-10	To: 2024-08-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.34 Hourly / 35 Hours Per Week	
Languages	English	

Description

Vacancy: 1
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Day, Evening
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Fast-paced environment
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Client focus
Business and work location :B12 10132 105 Street NW Edmonton, AB T5J 1C9

Experience

1 year to less than 2 years

Education Requirements

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How to Apply

By email
lunatechconsulting@gmail.com

Job Board Posting

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

Date Printed: 2024/07/03

Administrative Assistant (NOC 13110)

Job ID	144EF2B6EF651	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=144EF2B6EF651	
Company	Lunatech Consulting Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-02-10	To: 2024-08-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.34 Hourly / 35 Hours Per Week	
Languages	English	

Description

Vacancy: 1
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Day, Evening
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