



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: 2024/05/19

Administrative Assistant

Job ID	KL-WQ-XD-07-06-21	
Web Address	https://careers.indigenous.link/viewjob?jobname=KL-WQ-XD-07-06-21	
Company	L.S. Carriers	
Location	Edmonton, Alberta	
Date Posted	From: 2020-01-22	To: 2020-07-20
Job	Type: Full-time	Category: Service Sector
Job Start Date	As soon as possible	
Job Salary	\$22.00/hour for 37.50 hours/week	
Languages	English	

Description

Administrative assistants perform a variety of administrative duties in support of managerial and professional employers. They are employed throughout the private and public sectors. Administrative assistants perform some or all of the following duties: Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations Schedule and confirm appointments and meetings of employer Order office supplies and maintain inventory Answer telephone and electronic enquiries and relay telephone calls and messages Set up and maintain manual and computerized information filing systems Determine and establish office procedures Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person Record and prepare minutes of meetings Arrange travel schedules and make reservations May compile data, statistics and other information to support research activities May supervise and train office staff in procedures and in use of current software May organize conferences.

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

Correspondence, Reports and records, Invoices

Work Environment

Morning/Day

Additional Skills

Bond-able, Repetitive tasks, Attention to detail, Flexibility

Other

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to

work in Canada, the employer will not consider your job application.

How to Apply

By email: lscarriers@hotmail.com

Job Board Posting

Date Printed: 2024/05/19

Administrative Assistant

Job ID	NCW000568	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW000568	
Company	L.S. Carriers	
Location	Edmonton, Alberta	
Date Posted	From: 2020-01-22	To: 2020-07-20
Job	Type: Full-time	Category: Service Sector
Job Start Date	As soon as possible	
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Job Board Posting

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

Date Printed: 2024/05/19

Administrative Assistant

Job ID	XDSIZUNF20353	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=XDSIZUNF20353	
Company	L.S. Carriers	
Location	Edmonton, Alberta	
Date Posted	From: 2020-01-22	To: 2020-07-20
Job	Type: Full-time	Category: Service Sector
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