



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: 2024/07/03

Administrative Assistant

Job ID	NS-ZV-LV-02-20-24	
Web Address	https://careers.indigenous.link/viewjob?jobname=NS-ZV-LV-02-20-24	
Company	Greatsol Systems Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2024-02-20	To: 2024-08-18
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26 Per Hour	
Languages	English	

Description

Tasks:

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and control budget and expenditures
- Establish and implement policies and procedures
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Advise senior management
- Order office supplies and maintain inventory
- Oversee payroll administration
- Plan, organize, direct, control and evaluate daily operations
- 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
- Perform data entry
- Provide customer service
- Co-ordinate activities with other work units or departments
- Arrange for maintenance and repair work
- Establish work schedules and procedures
- Requisition or order materials, equipment and supplies
- Train workers in duties and policies
- Co-ordinate, assign and review work
- Prepare and submit reports
- Resolve work related problems
- Ensure smooth operation of equipment
- Personal Suitability

Ability to multitask
Excellent written communication
Flexibility
Organized
Team player
Reliability
Time management
Efficient interpersonal skills
Work Conditions and Physical Capabilities
Work under pressure
Attention to detail
Large workload

Experience

Experience an asset

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

How to Apply

Apply via email:

khalid@greatsolsys.com

Please enclose cover letter and resume

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant

Job ID	NCW001100	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW001100	
Company	Greatsol Systems Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2024-02-20	To: 2024-08-18
Job	Type: Full-time	Category: Office
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: 2024/07/03

Administrative Assistant

Job ID	MXNGWVQO20806	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=MXNGWVQO20806	
Company	Greatsol Systems Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2024-02-20	To: 2024-08-18
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26 Per Hour	
Languages	English	

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