



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.Link's 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: 2024/05/03

Office Administrator

Job ID	00-85-1B-01-27-25	
Web Address	https://careers.indigenous.link/viewjob?jobname=00-85-1B-01-27-25	
Company	Sureflow Weeping Tile Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2018-06-07	To: 2018-12-04
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27.00 Hourly, for 40.00 Hours per week	
Languages	English	

Description

Job Types

Regular job

Terms of Employment:

Permanent, Full Time

Location:

9745 45 Ave NW

Edmonton, Alberta

T6E 5C5 (1 vacancy)

Skill Requirements:

Education:

Completion of high school

Experience:

1 year to less than 2 years

Work Setting:

Private sector

Business Equipment and Computer Applications:

Windows, General office equipment, Electronic mail, Word processing software

Specific Skills:

Review, evaluate and implement new administrative procedures, Establish work priorities and ensure procedures are followed and deadlines are met,

Carry out administrative activities of establishment, Assemble data and prepare periodic and special reports, manuals and correspondence, Oversee

and co-ordinate office administrative procedures

Work Conditions and Physical Capabilities:

Fast-paced environment, Work under pressure

Essential Skills:

Reading text, Document use, Numeracy, Writing, Communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

How to Apply

By Mail:

9745 45 Ave NW

Edmonton, Alberta

T6E 5C5

By E-mail:

sureflowweepingtile@yahoo.ca

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

Office Administrator

Job ID	74D2EF569A15B
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=74D2EF569A15B
Company	Sureflow Weeping Tile Ltd
Location	Edmonton, Alberta
Date Posted	From: 2018-06-07 To: 2018-12-04
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$27.00 Hourly, for 40.00 Hours per week
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Edmonton, Alberta

T6E 5C5

By E-mail:

sureflowweepingtile@yahoo.ca

Job Board Posting

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

Date Printed: 2024/05/03

Office Administrator

Job ID	CCA6C4354E2E1	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=CCA6C4354E2E1	
Company	Sureflow Weeping Tile Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2018-06-07	To: 2018-12-04
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27.00 Hourly, for 40.00 Hours per week	
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