

# 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.

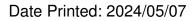
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief 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**





#### Administrative Assistant (NOC: 1241)

Job ID 02-55-4A-30-7D-8A https://careers.indigenous.link/viewjob?jobname=02-55-4A-30-7D-8A Web Address Company 1148053 AB Ltd O/a Wok 2 Go Location Lloydminster, Alberta **Date Posted** From: 2021-07-26 To: 2022-01-22 Job Type: Full-time Category: Office Job Start Date As soon as possible Job Salary \$22.30 / Hour For 40 Hours / Week Languages English

#### Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Business Equipment and Computer Applications: MS Excel, MS Office

Specific Skills: Record and prepare minutes of meetings, seminars and conferences, Determine and establish office procedures and routines, 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, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas, Set up and maintain manual and computerized information filing systems

#### Experience

1 year to less than 2 years

#### **Education Requirements**

Secondary (high) school graduation certificate

#### Other

Business and Job location: #199 - 5211 44 Street, Lloydminster, AB T9V 0A7

#### How to Apply

By email: soleilkifood.jobs@yahoo.ca

## **Job Board Posting**

Date Printed: 2024/05/07



#### Administrative Assistant (NOC: 1241)

Job ID	F427F8F52F901	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=F427F8F52F901	
Company	1148053 AB Ltd O/a Wok 2 Go	
Location	Lloydminster, Alberta	
Date Posted	From: 2021-07-26	To: 2022-01-22
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30 / Hour For 40 Hours / Weel	k
Languages	English	

#### Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

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Specific Skills: Record and prepare minutes of meetings, seminars and conferences, Determine and establish office procedures and routines, 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, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas, Set up and maintain manual and computerized information filing systems

#### Experience

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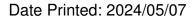
#### Other

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#### How to Apply

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## **Job Board Posting**



### NoExperienceNeeded.ca

your place for a first step or a fresh start

#### Administrative Assistant (NOC: 1241)

Job ID	04413328130D6	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=04413328130D6	
Company	1148053 AB Ltd O/a Wok 2 Go	
Location	Lloydminster, Alberta	
Date Posted	From: 2021-07-26	To: 2022-01-22
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30 / Hour For 40 Hours / Week	
Languages	English	

#### Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

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