



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: 2024/04/30

Office Administrative Assistant

Job ID	05-29-D1-03-41-1C	
Web Address	https://careers.indigenous.link/viewjob?jobname=05-29-D1-03-41-1C	
Company	Ultra Stone Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2018-08-14	To: 2019-02-10
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.53 / Hour for 40 hours / week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Essential 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, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Greet people and direct them to contacts or service areas

Additional Skills

Train other workers

Other

Business Equipment and Computer Applications: MS Office, Quick Books

How to Apply

By email: ultrastoneltd@gmail.com

By mail: 9459 49 St NW, Edmonton, AB T6B 2L8

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/04/30

Office Administrative Assistant

Job ID	D0CDBB2A6C94C		
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=D0CDBB2A6C94C		
Company	Ultra Stone Ltd		
Location	Edmonton, Alberta		
Date Posted	From: 2018-08-14	To: 2019-02-10	
Job	Type: Full-time	Category: Office	
Job Start Date	As soon as possible		
Job Salary	\$24.53 / Hour for 40 hours / week		
Languages	English		

Description

Vacancies: 1

Terms of employment: Permanent, Full time

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Essential 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, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Greet people and direct them to contacts or service areas

Additional Skills

Train other workers

Other

Business Equipment and Computer Applications: MS Office, Quick Books

How to Apply

By email: ultrastoneltd@gmail.com

By mail: 9459 49 St NW, Edmonton, AB T6B 2L8

Job Board Posting

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

Date Printed: 2024/04/30

Office Administrative Assistant

Job ID	55A5A7ECD23EF	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=55A5A7ECD23EF	
Company	Ultra Stone Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2018-08-14	To: 2019-02-10
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.53 / Hour for 40 hours / week	
Languages	English	

Description

Vacancies: 1
Terms of employment: Permanent, Full time

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Essential 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, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Greet people and direct them to contacts or service areas

Additional Skills

Train other workers

Other

Business Equipment and Computer Applications: MS Office, Quick Books

How to Apply

By email: ultrastoneltd@gmail.com
By mail: 9459 49 St NW, Edmonton, AB T6B 2L8