



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: 2024/05/02

Legal Administrative Assistant

| | | |
|-----------------------|---|------------------|
| Job ID | 07-C3-3C-67-0B-33 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=07-C3-3C-67-0B-33 | |
| Company | Cenfos Holdings Inc. | |
| Location | Calgary, Alberta | |
| Date Posted | From: 2018-10-29 | To: 2019-04-27 |
| Job | Type: Full-time | Category: Office |
| Job Start Date | As soon as possible | |
| Job Salary | \$25.96 to \$27.96 / Hour | |
| Languages | English | |

Description

Vacancies: 2

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

Record and prepare minutes of court sessions, meetings or conferences, Determine and establish office procedures and routines, Arrange travel, related itineraries and make reservations, Prepare and key in correspondence and legal documents, Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Work Environment

Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure

Additional Skills

Schedule and confirm appointments, Maintain filing system, Train and supervise staff, Prepare financial statements and reports

Other

Personal Suitability: Reliability, Organized, Accurate

How to Apply

By email:

petradante@gmail.com

By mail:

206-207, 111 3 Ave SE

Calgary, AB

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

Legal Administrative Assistant

| | | |
|-----------------------|---|------------------|
| Job ID | 78E19B1137D84 | |
| Web Address | http://NewCanadianWorker.ca/viewjob?jobname=78E19B1137D84 | |
| Company | Cenfos Holdings Inc. | |
| Location | Calgary, Alberta | |
| Date Posted | From: 2018-10-29 | To: 2019-04-27 |
| Job | Type: Full-time | Category: Office |
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Calgary, AB

T2G 0B7

Job Board Posting

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

Date Printed: 2024/05/02

Legal Administrative Assistant

| | | |
|-----------------------|---|------------------|
| Job ID | 89D564E5388B1 | |
| Web Address | http://NoExperienceNeeded.ca/viewjob?jobname=89D564E5388B1 | |
| Company | Cenfos Holdings Inc. | |
| Location | Calgary, Alberta | |
| Date Posted | From: 2018-10-29 | To: 2019-04-27 |
| Job | Type: Full-time | Category: Office |
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