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: 2024/03/28

Administrative Assistant

Job ID	**09-D9-F6-46-1E-03**	
Web Address	https://careers.indigenous.link/viewjob?jobname=09-D9-F6-46-1E-03	
Company	Asiyans Textiles & Giftware	
Location	Scarborough, Ontario	
Date Posted	From: 2019-10-22	To: 2020-04-19
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$22.30 per hour for 35-40 hours	
Languages	English	

Description

Terms: Permanent, full time with flexible working hours, including weekends
Job Location: 3601 Lawrence Avenue East Unit 11, Scarborough, ON M1G 1P5
Job Responsibilities include:
â€¢ Plan and double check any appointments or meetings with the manager or supervisor
â€¢ Answer and direct phone calls to the right person
â€¢ Produce and distribute correspondence memos, letters, faxes and forms
â€¢ Carry out various administrative responsibilities like typing, scanning, copying etc
â€¢ Find out solutions for administrative issues whenever they come up
â€¢ Maintain a secure computer and manual filing system
â€¢ In charge of making appointments and deal with cancellations whenever they occur
â€¢ Make sure office is always equipped with supplies by regularly checking inventory and place orders as required
â€¢ Process any payments if required, verify orders and receive mail
â€¢ Forward mail to the respective person in the office
â€¢ Welcome guests to the facility and act as the person of interest if any information is requested by the guest.
â€¢ Provide general support to the visitors
â€¢ Establish and direct office methods
â€¢ Assist in preparing reports as required by the superiors
Qualified Canadians/Permanent Residents including new comers to Canada, indigenous groups, seniors, and people with disabilities, apprentices, veterans and students are encouraged to apply for the job.

Experience

Minimum of 1-2 years of experience as an office administrative assistant or related field is needed

Education Requirements

Completion of secondary school is required. Completion of post-secondary in office administration, business or related field is considered an asset.

How to Apply

Interested candidates may submit their resume at:
asiyanstextile@gmail.com
No phone calls please, qualified candidates will be contacted via email only.

Job Board Posting

Date Printed: 2024/03/28

Administrative Assistant

Job ID	**C53056C2E7261**	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=C53056C2E7261	
Company	Asiyans Textiles & Giftware	
Location	Scarborough, Ontario	
Date Posted	From: 2019-10-22	To: 2020-04-19
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$22.30 per hour for 35-40 hours	
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Job Board Posting

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

Date Printed: 2024/03/28

Administrative Assistant

Job ID	**F9BF2381A3CEE**	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=F9BF2381A3CEE	
Company	Asiyans Textiles & Giftware	
Location	Scarborough, Ontario	
Date Posted	From: 2019-10-22	To: 2020-04-19
Job	Type: Full-time	Category: Office
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