



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: 2024/04/29

Project Administration Officer (NOC: 1221)

| | | |
|-----------------------|---|------------------|
| Job ID | 0A-29-F2-79-07-96 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=0A-29-F2-79-07-96 | |
| Company | 1794430 Alberta Ltd. O/a Sonora Exteriors | |
| Location | Airdrie, Alberta | |
| Date Posted | From: 2018-06-13 | To: 2018-12-10 |
| Job | Type: Full-time | Category: Office |
| Job Start Date | As soon as possible | |
| Job Salary | \$26.40 / Hour For 30 Hours / Week | |
| Languages | English | |

Description

Vacancies: 1

Terms of employment: Permanent, Full time

Employment Conditions: On call, Overtime, Early morning, Morning, Day, Evening, Weekend, Flexible hours

Education: Secondary (high) school graduation certificate

Experience: 2 years to less than 3 years preferable in the construction industry

Ability to Supervise: 3-4 people

Security and Safety: Criminal record check

Transportation/Travel Information: Own transportation, Own vehicle, Willing to travel, Willing to travel regularly, Valid driver's licence, Travel expenses paid by employer, Public transportation is available

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Large workload, Attention to detail

Work Location Information: Urban area, Rural area, Remote location, Various locations

Personal Suitability: Organized, Flexibility, Reliability, Excellent oral communication, Effective interpersonal skills, Excellent written communication

Business Equipment and Computer Applications: Electronic mail, Spreadsheet, MS Excel, MS Outlook, MS Windows, MS Word, MS Office, Project management software, Accounting software

Computer and Technology Knowledge: Salesforce

Specific Skills:

• Assess and execute existing or new administrative procedures

• Prioritize work tasks and timelines are met

• Carry out administrative duties of the workplace

• Execute procedures related to the release of records in processing requests under government access to information and privacy legislation

• Assess and organize office services such as accommodation, relocation, equipment, supplies,

forms, disposal of assets, parking, maintenance and security services

â€¢ Assist in operating budget planning, inventory tracking, and budgetary controls

â€¢ Gather data and execute periodic and ad-hoc reports, manuals and correspondence

â€¢ Oversee and organize office administrative procedures and ensure compliance

Work Setting: Private sector

Remark: We welcome underrepresented groups to apply, including Youth, Visible minorities, Indigenous people, Newcomers to Canada

Advertised until: Position filled with advertisement removed

How to Apply

Please Apply By Email: sonora.exteriors.alberta@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/04/29

Project Administration Officer (NOC: 1221)

| | | |
|-----------------------|---|------------------|
| Job ID | 62BECE1671363 | |
| Web Address | http://NewCanadianWorker.ca/viewjob?jobname=62BECE1671363 | |
| Company | 1794430 Alberta Ltd. O/a Sonora Exteriors | |
| Location | Airdrie, Alberta | |
| Date Posted | From: 2018-06-13 | To: 2018-12-10 |
| Job | Type: Full-time | Category: Office |
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Job Board Posting

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

Date Printed: 2024/04/29

Project Administration Officer (NOC: 1221)

| | | |
|-----------------------|---|------------------|
| Job ID | C424719A4EC18 | |
| Web Address | http://NoExperienceNeeded.ca/viewjob?jobname=C424719A4EC18 | |
| Company | 1794430 Alberta Ltd. O/a Sonora Exteriors | |
| Location | Airdrie, Alberta | |
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