



# 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

## Legal Assistant

<b>Job ID</b>	<b>0E-D4-2D-55-2B-50</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=0E-D4-2D-55-2B-50">https://careers.indigenous.link/viewjob?jobname=0E-D4-2D-55-2B-50</a>	
<b>Company</b>	Connect Canada	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2023-02-23	To: 2023-08-22
<b>Job</b>	Type: Full-time	Category: Law
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$15.00 hourly, 40 hours per Week	
<b>Languages</b>	English	

### Description

136 Saddlestone Grove NE Calgary, AB  
T3J 0Z5

Terms of employment  
Permanent employment  
Full time  
Day, Evening, Flexible Hours, Morning, Overtime, Shift  
vacancies1

Overview  
Education  
College/CEGEP  
Experience  
Experience an asset  
Responsibilities  
Tasks  
Schedule and confirm appointments  
Maintain filing system  
Determine and establish office procedures and routines  
Arrange travel, related itineraries and make reservations  
Train and supervise staff  
Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information  
Prepare and key in correspondence and legal documents  
Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage

Additional information  
Work conditions and physical capabilities  
Fast-paced environment  
Work under pressure  
Tight deadlines  
Attention to detail  
Large caseload  
Personal suitability  
Accurate  
Client focus  
Dependability  
Efficient interpersonal skills

Excellent oral communication  
Excellent written communication  
Organized  
Reliability  
Team player

Employment groups Help -

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people,

**How to Apply**

By email  
[careers@connectcanada.com](mailto:careers@connectcanada.com)

# Job Board Posting



**NewCanadianWorker**  
A Fresh Start for New Arrivals

Date Printed: 2024/04/30

## Legal Assistant

<b>Job ID</b>	<b>49AC691C8AFDA</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=49AC691C8AFDA">http://NewCanadianWorker.ca/viewjob?jobname=49AC691C8AFDA</a>	
<b>Company</b>	Connect Canada	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2023-02-23	To: 2023-08-22
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# Job Board Posting

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

Date Printed: 2024/04/30

## Legal Assistant

<b>Job ID</b>	<b>C3CD7A469D168</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=C3CD7A469D168">http://NoExperienceNeeded.ca/viewjob?jobname=C3CD7A469D168</a>	
<b>Company</b>	Connect Canada	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2023-02-23	To: 2023-08-22
<b>Job</b>	Type: Full-time	Category: Law
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