



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

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/30

Legal Assistant

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

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/04/30

Legal Assistant

Job ID	49AC691C8AFDA	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=49AC691C8AFDA	
Company	Connect Canada	
Location	Calgary, Alberta	
Date Posted	From: 2023-02-23	To: 2023-08-22
Job	Type: Full-time	Category: Law
Job Start Date	As soon as possible	
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Job Board Posting

Date Printed: 2024/04/30

Legal Assistant

Job ID	C3CD7A469D168	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=C3CD7A469D168	
Company	Connect Canada	
Location	Calgary, Alberta	
Date Posted	From: 2023-02-23	To: 2023-08-22
Job	Type: Full-time	Category: Law
Job Start Date	As soon as possible	
Job Salary	\$15.00 hourly, 40 hours per Week	
Languages	English	

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