



# 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: 2024/05/03

## Administrative Assistant

<b>Job ID</b>	<b>0F-85-1A-08-57-82</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=0F-85-1A-08-57-82">https://careers.indigenous.link/viewjob?jobname=0F-85-1A-08-57-82</a>	
<b>Company</b>	Alliance Immigration Networks Inc.	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2020-04-13	To: 2020-10-10
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Salary</b>	\$23.00/hour	
<b>Languages</b>	English	

### Description

Terms: Full-time, Permanent

Job duties of an Administrative Assistant include:

- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- Welcome clients at the office and act as the person of interest if any information is requested by the client
- Establish and direct office methods
- Process any payments if required, verify orders and receive mail
- Maintain all the correspondence at the office and respond via email, fax, etc.
- Forward mail to the respective person in the office
- Carry out various administrative responsibilities like typing, scanning, copying, etc
- Maintain a secure computer and manual filing system
- Assist in preparing reports as required by the management
- Answer and direct phone calls to the concerned person
- In charge of making appointments and deal with cancellations whenever they occur
- Maintain inventory control and order office supplies when needed
- Travel arrangement for the management whenever required.

### Experience

Minimum of 1-2 years of related experience.

### Education Requirements

Completion of secondary education is required.

### How to Apply

Interested candidates may submit their resume at [jaswinderatalliance@gmail.com](mailto:jaswinderatalliance@gmail.com)

Qualified candidates will be contacted via email ONLY

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

## Administrative Assistant

<b>Job ID</b>	<b>34ACEB92009C3</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=34ACEB92009C3">http://NewCanadianWorker.ca/viewjob?jobname=34ACEB92009C3</a>	
<b>Company</b>	Alliance Immigration Networks Inc.	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2020-04-13	To: 2020-10-10
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# Job Board Posting

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

Date Printed: 2024/05/03

## Administrative Assistant

<b>Job ID</b>	<b>872D36F8FCA9F</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=872D36F8FCA9F">http://NoExperienceNeeded.ca/viewjob?jobname=872D36F8FCA9F</a>	
<b>Company</b>	Alliance Immigration Networks Inc.	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2020-04-13	To: 2020-10-10
<b>Job</b>	Type: Full-time	Category: Office
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