



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.Link's 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: 2024/05/03

Administrative Assistant

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

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

Job ID	34ACEB92009C3	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=34ACEB92009C3	
Company	Alliance Immigration Networks Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2020-04-13	To: 2020-10-10
Job	Type: Full-time	Category: Office
Job Salary	\$23.00/hour	
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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

Job ID	872D36F8FCA9F	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=872D36F8FCA9F	
Company	Alliance Immigration Networks Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2020-04-13	To: 2020-10-10
Job	Type: Full-time	Category: Office
Job Salary	\$23.00/hour	
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