



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: 2024/05/02

Administrative Assistant

Job ID	11-CF-62-F5-5B-20
Web Address	https://careers.indigenous.link/viewjob?jobname=11-CF-62-F5-5B-20
Company	I & K Imports Inc.
Location	Edmonton, Alberta
Date Posted	From: 2018-06-17 To: 2018-12-14
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$22.00 Hourly, for 40.00 Hours per week
Languages	English

Description

Job Types

Regular job

Terms of Employment:

Permanent, Full Time

Location:

3144 Parsons Road

Edmonton, AB T6N 1L6 (1 vacancy)

Skill Requirements:

Education:

Completion of high school

Experience:

1 year to less than 2 years

Ability to Supervise

3-4 people

Work Conditions and Physical Capabilities

Work under pressure, Handling heavy loads, Combination of sitting, standing, walking, Attention to detail

Additional Skills

Order merchandise, Establish work schedules

Specific Skills

Assign sales workers to duties, Sell merchandise, Organize and maintain inventory, Supervise and co-ordinate activities of workers, Resolve problems that arise, such as customer complaints and supply shortages

How to Apply

By email:

ikimports@aol.com

By mail:

3144 Parsons Road

Edmonton, AB T6N 1L6

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

Administrative Assistant

Job ID	319C18FCA807E
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=319C18FCA807E
Company	I & K Imports Inc.
Location	Edmonton, Alberta
Date Posted	From: 2018-06-17 To: 2018-12-14
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
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Job Board Posting

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

Date Printed: 2024/05/02

Administrative Assistant

Job ID	201D9C72C3617		
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=201D9C72C3617		
Company	I & K Imports Inc.		
Location	Edmonton, Alberta		
Date Posted	From: 2018-06-17	To: 2018-12-14	
Job	Type: Full-time	Category: Office	
Job Start Date	As soon as possible		
Job Salary	\$22.00 Hourly, for 40.00 Hours per week		
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