



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: 2024/04/28

Office Administrative Assistant

Job ID	16-3A-8A-EB-94-83	
Web Address	https://careers.indigenous.link/viewjob?jobname=16-3A-8A-EB-94-83	
Company	Kirin Air Systems Inc.	
Location	Concord, Ontario	
Date Posted	From: 2019-02-23	To: 2019-08-22
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30 per hour	
Languages	English	

Description

Terms: Permanent, Full-time job with flexible working hours with occasional weekends required

Job duties include:

- Provide support for all aspects of day-to-day activities.
- Filtering of calls and mail. Write routine letters and follow up on correspondence;
- Schedule and confirm appointments for the services provided
- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- Maintain inventory control and order office supplies when needed
- Greet and welcome clients and direct them to the designated person
- Receive and re-direct incoming phone calls and mail within the department as required
- Coordinating courier packages and arrangements for meetings and presentations
- Maintenance of filing system
- Prepare expense reports and submit them for approval;
- Complete and update the different period-end reports verify department expenses and identify discrepancies;
- Supervise and train newly hired staff in procedures and company's policies and procedures
- Type and proofread correspondence, forms and other documents when needed
- Provide general information to clients according to their needs

Experience

Minimum of 1-2 years of experience in related field is required

Education Requirements

Completion of high school is required. Completion of post-secondary education in office administration or related field will be considered an asset.

How to Apply

Interested candidates are welcome to apply via email: jobs@kirinairsystemsinc.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/04/28

Office Administrative Assistant

Job ID	21B0EDD60AE05	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=21B0EDD60AE05	
Company	Kirin Air Systems Inc.	
Location	Concord, Ontario	
Date Posted	From: 2019-02-23	To: 2019-08-22
Job	Type: Full-time	Category: Office
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Job Board Posting

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

Date Printed: 2024/04/28

Office Administrative Assistant

Job ID	48832F3F1FE77	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=48832F3F1FE77	
Company	Kirin Air Systems Inc.	
Location	Concord, Ontario	
Date Posted	From: 2019-02-23	To: 2019-08-22
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30 per hour	
Languages	English	

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