



# 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: 2024/05/05

## Administrative Assistant-Office (NOC 1241)

<b>Job ID</b>	<b>22-0F-63-91-B9-96</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=22-0F-63-91-B9-96">https://careers.indigenous.link/viewjob?jobname=22-0F-63-91-B9-96</a>	
<b>Company</b>	2203552 Ontario Inc. O/a Ontario Diagnostic Centre	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2022-06-28	To: 2022-12-25
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	2022-06-28	
<b>Job Salary</b>	\$25.00/hour, 40 Hours/week	
<b>Languages</b>	English	

### Description

One (1) permanent full-time position of Administrative Assistant-Office (NOC 1241) available at 2203552 Ontario Inc. o/a Ontario Diagnostic Centre 71 King located at 71 King Street West, Mississauga L5B 4A2.

### Experience

Minimum one (1) year of experience

### Education Requirements

Secondary School completion

### Essential Skills

Main Duties to be completed as per the lead statement of NOC 1241:

- Determine & establish important role in the administration of the company, ensuring the procedures & routines are followed.
- Provide various administrative & clerical support including mailing, scanning, faxing, copying, record keeping, billing, invoices and maintaining hardcopy & electronic filing system.
- Prepare & compile reports and records including correspondence, drafts, memos and emails.
- Answers general phone and email inquiries in a professional and courteous manner and direct inquiries to the appropriate staff members.
- Open, sort and distribute incoming regular and electronic correspondence and other material.
- Handle general complaints and grievance procedure.
- Coordinate the flow of information internally and with other departments of the company.
- Maintain calendar, schedule and coordinate meetings, appointments and travel arrangements for Managers,
- Schedules and confirms maintenance and repair work.
- Orders office supplies and maintains inventory electronically and manually.
- Drafts minutes of the monthly staff meeting for managerial review.
- Must have knowledge of Microsoft tools i.e. Outlook, MS Office, Electronic scheduler etc.

### How to Apply

jobsodc71@gmail.com

# Job Board Posting

Date Printed: 2024/05/05

## Administrative Assistant-Office (NOC 1241)

<b>Job ID</b>	<b>D45E7C523EC0F</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=D45E7C523EC0F">http://NewCanadianWorker.ca/viewjob?jobname=D45E7C523EC0F</a>	
<b>Company</b>	2203552 Ontario Inc. O/a Ontario Diagnostic Centre	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2022-06-28	To: 2022-12-25
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	2022-06-28	
<b>Job Salary</b>	\$25.00/hour, 40 Hours/week	
<b>Languages</b>	English	

### Description

One (1) permanent full-time position of Administrative Assistant-Office (NOC 1241) available at 2203552 Ontario Inc. o/a Ontario Diagnostic Centre 71 King located at 71 King Street West, Mississauga L5B 4A2.

### Experience

Minimum one (1) year of experience

### Education Requirements

Secondary School completion

### Essential Skills

Main Duties to be completed as per the lead statement of NOC 1241:

- Determine & establish important role in the administration of the company, ensuring the procedures & routines are followed.
- Provide various administrative & clerical support including mailing, scanning, faxing, copying, record keeping, billing, invoices and maintaining hardcopy & electronic filing system.
- Prepare & compile reports and records including correspondence, drafts, memos and emails.
- Answers general phone and email inquiries in a professional and courteous manner and direct inquiries to the appropriate staff members.
- Open, sort and distribute incoming regular and electronic correspondence and other material.
- Handle general complaints and grievance procedure.
- Coordinate the flow of information internally and with other departments of the company.
- Maintain calendar, schedule and coordinate meetings, appointments and travel arrangements for Managers,
- Schedules and confirms maintenance and repair work.
- Orders office supplies and maintains inventory electronically and manually.
- Drafts minutes of the monthly staff meeting for managerial review.
- Must have knowledge of Microsoft tools i.e. Outlook, MS Office, Electronic scheduler etc.

### How to Apply

[jobsodc71@gmail.com](mailto:jobsodc71@gmail.com)

# Job Board Posting

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

Date Printed: 2024/05/05

## Administrative Assistant-Office (NOC 1241)

<b>Job ID</b>	<b>3E986EA6F9FE6</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=3E986EA6F9FE6">http://NoExperienceNeeded.ca/viewjob?jobname=3E986EA6F9FE6</a>	
<b>Company</b>	2203552 Ontario Inc. O/a Ontario Diagnostic Centre	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2022-06-28	To: 2022-12-25
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	2022-06-28	
<b>Job Salary</b>	\$25.00/hour, 40 Hours/week	
<b>Languages</b>	English	

### Description

One (1) permanent full-time position of Administrative Assistant-Office (NOC 1241) available at 2203552 Ontario Inc. o/a Ontario Diagnostic Centre 71 King located at 71 King Street West, Mississauga L5B 4A2.

### Experience

Minimum one (1) year of experience

### Education Requirements

Secondary School completion

### Essential Skills

Main Duties to be completed as per the lead statement of NOC 1241:

- Determine & establish important role in the administration of the company, ensuring the procedures & routines are followed.
- Provide various administrative & clerical support including mailing, scanning, faxing, copying, record keeping, billing, invoices and maintaining hardcopy & electronic filing system.
- Prepare & compile reports and records including correspondence, drafts, memos and emails.
- Answers general phone and email inquiries in a professional and courteous manner and direct inquiries to the appropriate staff members.
- Open, sort and distribute incoming regular and electronic correspondence and other material.
- Handle general complaints and grievance procedure.
- Coordinate the flow of information internally and with other departments of the company.
- Maintain calendar, schedule and coordinate meetings, appointments and travel arrangements for Managers,
- Schedules and confirms maintenance and repair work.
- Orders office supplies and maintains inventory electronically and manually.
- Drafts minutes of the monthly staff meeting for managerial review.
- Must have knowledge of Microsoft tools i.e. Outlook, MS Office, Electronic scheduler etc.

### How to Apply

[jobsodc71@gmail.com](mailto:jobsodc71@gmail.com)