



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Administrative Assistant

| | | |
|-----------------------|---|-----------------------|
| Job ID | 22-56-B2-BC-8B-79 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=22-56-B2-BC-8B-79 | |
| Company | MC Acupuncture & Natural Food Inc. | |
| Location | Calgary, Alberta | |
| Date Posted | From: 2019-09-17 | To: 2020-03-15 |
| Job | Type: Full-time | Category: Health Care |
| Job Start Date | As soon as possible | |
| Job Salary | \$25.00/h | |
| Languages | English | |

Description

We are looking for a customer service oriented and detail minded Administrative Assistant to join our team.

Requirements:

- Basic knowledge of Western and Chinese medicine
- Possess the following qualities:

Ability to work in a fast-paced environment, excellent communication skills, reliable, ability to multi-task

Duties and Responsibilities include the following:

- Arrange and co-ordinate seminars, conferences, etc.
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Type and proofread correspondence, forms and other documents
- Greet people and direct them to contacts or service areas
- Arrange travel, related itineraries and make reservations
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Prepare marketing materials

Experience

At least 1 year of relevant and associated experience

Education Requirements

Completion of secondary school

How to Apply

Please send your resume to mcacupuncturehr@outlook.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/05

Administrative Assistant

| | | |
|-----------------------|---|-----------------------|
| Job ID | 503E4998D6A22 | |
| Web Address | http://NewCanadianWorker.ca/viewjob?jobname=503E4998D6A22 | |
| Company | MC Acupuncture & Natural Food Inc. | |
| Location | Calgary, Alberta | |
| Date Posted | From: 2019-09-17 | To: 2020-03-15 |
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Job Board Posting

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

Date Printed: 2024/05/05

Administrative Assistant

| | | |
|-----------------------|---|-----------------------|
| Job ID | A34E197871FF8 | |
| Web Address | http://NoExperienceNeeded.ca/viewjob?jobname=A34E197871FF8 | |
| Company | MC Acupuncture & Natural Food Inc. | |
| Location | Calgary, Alberta | |
| Date Posted | From: 2019-09-17 | To: 2020-03-15 |
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