



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

Office Administrator

Job ID	221891-en_US-4801	
Web Address	https://careers.indigenous.link/viewjob?jobname=221891-en_US-4801	
Company	Rogers	
Location	Little Britain, ON	
Date Posted	From: 2021-05-05	To: 2050-01-01
Job	Type: Full-time	Category: Telecommunications

Description

<p>At Rogers, we connect Canadians to a world of possibilities and the memorable moments that matter most in their lives. Every day we wake up with one purpose in mind. To bring loved ones together from across the globe. To connect people to each other and the world around them. To help an entrepreneur realize their dream. A sports fan celebrate a special moment.

Because we believe connections unite us, possibilities fuel us, and moments define us.<p><p> <p>As we grow our team, the well-being of our team members remains our top priority. To ensure the health and safety of our team members, including those in the recruitment process, our team members are temporarily working from home.<p><p dir="ltr">Office Administrator - 6 Month Contract <p dir="ltr"> <p dir="ltr">Responsibilities:<p><li dir="ltr">Answer phones and transfer calls to appropriate personnel/department.<li dir="ltr">Manage and follow up on tickets/tasks in a workflow queue.<li dir="ltr">Act as the first line of contact and provide excellent service to our walk-in customers.<li dir="ltr">Create folders and accounts, and file appropriate documents electronically.<li dir="ltr">Produce inventory reports, enter new inventory information into the company <p>

dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">database, and assist
in managing current inventory levels</p><li
dir="ltr"><p dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">Ship and receive
items, check mail daily.</p><li dir="ltr"><p
dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">Prepare sales
mailouts</p><li dir="ltr"><p
dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">Assist with
scheduling the Service Technicians and staging their
equipment.</p><li dir="ltr"><p
dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">Take items out of
inventory (assign where needed) that technicians are removing from
office</p><li dir="ltr"><p
dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">Data entry; assist
with occasional billing & payments.</p><li
dir="ltr"><p dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">Record and maintain
company’s operations meeting notes.</p><li
dir="ltr"><p dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">Maintain and update
relevant social media accounts.</p><li dir="ltr"><p
dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">Assist with
bookkeeping when needed.</p><li dir="ltr"><p
dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">Scan each invoice,
expense report and receipt</p><li dir="ltr"><p
dir="ltr"><strong
id="docs-internal-guid-7c7e484f-7fff-b972-0088-a356a614183b">File invoices and
packing
slips</p></div>Schedule:
0;Full time</div><div>Shift:
Day</div><div>Length of Contract: 6
Months</div><div>Work Location: 413 Eldon Road
(7736), Little Britain, ON </div><div>Travel
Requirements: Up to 10</div><div>Posting
Category/Function: Administration & Administrative
Assistant</div><div>Requisition ID:
221891</div><div> </div><div>Together, we'll make

more possible, and these six shared values guide and define our work:

- Our people are at the heart of our success
- Our customers come first. They inspire everything we do
- We do what's right, each and every day
- We believe in the power of new ideas
- We work as one team, with one vision
- We give back to our communities and protect our environment

What makes us different makes us stronger. Rogers has a strong commitment to diversity and inclusion. Everyone who applies for a job will be considered. We recognize the business value in creating a workplace where each team member has the tools to reach their full potential. At Rogers, we value the insights and innovation that diverse teams bring to work. We work with our candidates with disabilities throughout the recruitment process to ensure that they have what they need to be at their best. Please reach out to our recruiters and hiring managers to begin a conversation about how we can ensure that you deliver your best work. You matter to us! For any questions, please visit the [https://performancemanager4.successfactors.com/RCI/Rogers+Inbox+FAQ+April+2019+-----+UPDATED_+\(002\).pdf](https://performancemanager4.successfactors.com/RCI/Rogers+Inbox+FAQ+April+2019+-----+UPDATED_+(002).pdf)

Rogers
FAQ
Posting Notes; Call Centre

For more information, visit Rogers for Office Administrator