

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

Date Printed: 2024/05/18



Paralegal (NOC 42200)

Job ID	26-AB-01-DC-5B-D1		
Web Address	https://careers.indigenous.link/viewjob?jobname=26-AB-01-DC-5B-D1		
Company	Document Genie Ltd		
Location	Edmonton, Alberta		
Date Posted	From: 2023-12-01	To: 2024-05-29	
Job	Type: Full-time	Category: Law	
Job Start Date	As soon as possible		
Job Salary	\$35.00 / Hour For 32 Hours / Week		
Languages	English		

Description

Vacancies: 1 Terms of employment: Permanent, Full time, Day Job requirements Personal suitability Accurate, Flexibility, Initiative Computer and technology knowledge MS Word Tasks Draft contracts, prepare promissory notes and draw up wills, mortgages and other legal documents, Research records, court files and other legal documents, Draft legal correspondence and perform general office and clerical duties Work conditions and physical capabilities Fast-paced environment, Attention to detail **Experience** 1 year to less than 2 years

Credentials

In-house training

Education Requirements

Bachelor's degree

Other

Business and Job location: 9257 34th Avenue NW Edmonton, AB T6E 5T6

How to Apply

By email genidocument@gmail.com

Job Board Posting

Date Printed: 2024/05/18



Paralegal (NOC 42200)

Job ID	30ACADBA27147		
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=30ACADBA27147		
Company	Document Genie Ltd		
Location	Edmonton, Alberta		
Date Posted	From: 2023-12-01	To: 2024-05-29	
Job	Type: Full-time	Category: Law	
Job Start Date	As soon as possible		
Job Salary	\$35.00 / Hour For 32 Hours / Week		
Languages	English		

Description

Vacancies: 1 Terms of employment: Permanent, Full time, Day Job requirements Personal suitability Accurate, Flexibility, Initiative Computer and technology knowledge MS Word Tasks Draft contracts, prepare promissory notes and draw up wills, mortgages and other legal documents, Research records, court files and other legal documents, Draft legal correspondence and perform general office and clerical duties Work conditions and physical capabilities Fast-paced environment, Attention to detail **Experience** 1 year to less than 2 years

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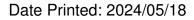
Other

Business and Job location: 9257 34th Avenue NW Edmonton, AB T6E 5T6

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Job Board Posting



NoExperienceNeeded.ca

your place for a first step or a fresh start

Paralegal (NOC 42200)

Job ID	3DA7E541B75F0		
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=3DA7E541B75F0		
Company	Document Genie Ltd		
Location	Edmonton, Alberta		
Date Posted	From: 2023-12-01	To: 2024-05-29	
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