



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: 2024/05/04

Secretary (except Legal And Medical)

Job ID	28-BD-45-8C-55-18	
Web Address	https://careers.indigenous.link/viewjob?jobname=28-BD-45-8C-55-18	
Company	Punj Daria Transport Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2019-08-08	To: 2020-02-04
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.00 / hour, for 40 hours per week	
Languages	English	

Description

Job Types

Regular job

Terms of Employment:

Permanent, Full Time

Location:

2206 Kaufman Way

Edmonton, AB T6L 7E2

Vacancies: 1

Job requirements

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Personal Suitability

Ability to multitask, Excellent oral communication, Client focus, Reliability, Organized, Excellent written communication, Team player, Accurate

Business Equipment and Computer Applications

MS Excel, MS Word

Specific Skills

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, 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

How to Apply

By email:

reshamsinghgill@yahoo.com

By mail:

2206 Kaufman Way

Edmonton, AB T6L 7E2

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

Secretary (except Legal And Medical)

Job ID	211E7F9EA51B3	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=211E7F9EA51B3	
Company	Punj Daria Transport Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2019-08-08	To: 2020-02-04
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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Job Board Posting

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

Date Printed: 2024/05/04

Secretary (except Legal And Medical)

Job ID	6984121EE567D	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=6984121EE567D	
Company	Punj Daria Transport Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2019-08-08	To: 2020-02-04
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.00 / hour, for 40 hours per week	
Languages	English	

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