



# 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: 2024/04/28

## Office Administrative Assistant

<b>Job ID</b>	<b>29-EE-01-D6-53-F9</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=29-EE-01-D6-53-F9">https://careers.indigenous.link/viewjob?jobname=29-EE-01-D6-53-F9</a>	
<b>Company</b>	Airport Car Repair Centre	
<b>Location</b>	Etobicoke, Ontario	
<b>Date Posted</b>	From: 2019-08-03	To: 2020-01-30
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22.30/ hour	
<b>Languages</b>	English	

### Description

An Office Administrative Assistant required at a busy mechanic shop

Job location: 11 Belfield Road, Etobicoke, ON M9W 1E8 Canada

Job responsibilities include:

- Greeting and assisting customers
- Perform clerical and administrative duties relating the clients and their vehicle
- Maintain customer account agreement, vehicle report, records of the work done on the vehicle and other required information
- Ensure that payment for billing or account receivable are received in timely manner
- Verify customer vehicle information is accurately recorded in the system and that vehicles are properly tagged with a work order
- Maintain inventory control and order office supplies and vehicle parts when needed
- Supervise any newly hired staff i.e. mechanics, apprentice and/or interns
- Schedule and confirm appoints made for repair
- Review completed work ensuring that customer quality standards are achieved
- Perform other duties as assigned by the owner

Qualified candidates including Canadians, permanent residents, students, new comers to Canada, people with disability, veterans, seniors, apprentices, indigenous groups are welcome to apply.

### Experience

Minimum of 1-2 years of experience in administrative/clerical field in busy environment is required

### Education Requirements

Completion of college for administrative assistant program or related field is required

### How to Apply

Interested candidates may submit their resume to [airportcarrepair.8100@gmail.com](mailto:airportcarrepair.8100@gmail.com)

# Job Board Posting

Date Printed: 2024/04/28

## Office Administrative Assistant

<b>Job ID</b>	<b>1AA935C49CB63</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=1AA935C49CB63">http://NewCanadianWorker.ca/viewjob?jobname=1AA935C49CB63</a>	
<b>Company</b>	Airport Car Repair Centre	
<b>Location</b>	Etobicoke, Ontario	
<b>Date Posted</b>	From: 2019-08-03	To: 2020-01-30
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22.30/ hour	
<b>Languages</b>	English	

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# Job Board Posting

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

Date Printed: 2024/04/28

## Office Administrative Assistant

<b>Job ID</b>	<b>987BCEFB4F400</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=987BCEFB4F400">http://NoExperienceNeeded.ca/viewjob?jobname=987BCEFB4F400</a>	
<b>Company</b>	Airport Car Repair Centre	
<b>Location</b>	Etobicoke, Ontario	
<b>Date Posted</b>	From: 2019-08-03	To: 2020-01-30
<b>Job</b>	Type: Full-time	Category: Office
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