



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.Link's 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: 2024/05/02

Administrative Assistant (NOC 1241)

Job ID	30-BB-BC-A6-99-3A	
Web Address	https://careers.indigenous.link/viewjob?jobname=30-BB-BC-A6-99-3A	
Company	Khalsa Union Trading & Packaging	
Location	Woodbridge, Ontario	
Date Posted	From: 2019-08-12	To: 2020-02-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30/hr	
Languages	English	

Description

Job type:

Full-time, Permanent with Flexible working hours

Job Duties:

- Reply to telephone and electronic enquiries and dispatch telephone calls and messages
- Establish and regulate office procedures
- Schedule and confirm appointments of manager/supervisor and other officials
- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- Maintain inventory control and order office supplies when needed
- Set up and maintain a safe filing systems
- Greet and welcome visitors and direct them to the designated person
- Supervise and train newly hired staff in procedures and software
- Maintain workflow by studying methods, implementing cost reduction, and developing reporting procedures
- Produce and distribute correspondence memos, letters, faxes and forms.

Qualified Canadians/ permanent residents including new comers to Canada, Indigenous groups, seniors, people with disabilities, apprentices, veterans and students are encouraged to apply for the job.

Experience

Minimum of 1-2 year experience in administration or related field is needed

Education Requirements

Completion of secondary education is required. Completion of post-secondary education in related field will be considered as an asset

How to Apply

Interested candidates can apply here: careersatkhalsauniontrading@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

Administrative Assistant (NOC 1241)

Job ID	994357A70B1D4	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=994357A70B1D4	
Company	Khalsa Union Trading & Packaging	
Location	Woodbridge, Ontario	
Date Posted	From: 2019-08-12	To: 2020-02-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30/hr	
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Job Board Posting

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

Date Printed: 2024/05/02

Administrative Assistant (NOC 1241)

Job ID	85AAE3917F8CA	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=85AAE3917F8CA	
Company	Khalsa Union Trading & Packaging	
Location	Woodbridge, Ontario	
Date Posted	From: 2019-08-12	To: 2020-02-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30/hr	
Languages	English	

Description

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