



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:
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Job Board Posting



Careers.Indigenous.Link

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Dispatch Administrator

Job ID	3523-3543	
Web Address	https://careers.indigenous.link/viewjob?jobname=3523-3543	
Company	CEDA	
Location	Edmonton, Alberta	
Date Posted	From: 2020-01-07	To: 2050-01-01
Job	Type: Full-time	Category: Engineering

Description

Description Reporting directly to the Business Services Lead, the Dispatch Administrator will provide administrative support to the Chemical Cleaning Team. Key Duties & Responsibilities Create Project Set Ups in the system Work with the Dispatcher and dispatch service orders in the Field FX system submit time to the payroll department for hourly Chemical Cleaning employees Complete requisitions in Microsoft AX Logistics for current workforce and new hires - coordinate training, travel, hotels and camp Expense reconciliation for the Chemical Cleaning Team Work with supply chain to ensure third party vendors are approved and are provided with POs Maintain a Purchase Order Log Internal and external reporting Provide support on projects: assemble manuals, user guides, participant workbooks, etc. Be familiar with client contracts and rates to accurately dispatch the service orders

Experience 3-5 years of administrative work experience Administrative Diploma or certificate is an asset but not required Basic understanding of how to manipulate data within Excel spreadsheets Experience with Field FX and Microsoft AX is not required but would be considered an asset

Personal Characteristics When faced with a complex situation you enjoy putting all the pieces together - find the best way to accomplish what needs to be done. The fast pace of work combined with each day being unique keeps you plugged into the rhythm of the business. You have a keen eye for detail and can handle multiple tasks and projects Problem solver - nothing is too big or too small to tackle. Just bring it! You take pride in your work and are the best at what you do Initiative is in your nature - no need to ask, you're all over it

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhausted list of all responsibilities, duties and skills required.

For more information, visit CEDA for Dispatch Administrator