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: 2024/05/03

Careers.Indigenous.Link

Office Administrator (NOC: 1221)

Job ID	**36-0E-38-8E-D3-1D**	
Web Address	https://careers.indigenous.link/viewjob?jobname=36-0E-38-8E-D3-1D	
Company	Mehan Realty & Financial Services Ltd	
Location	Calgary, Alberta	
Date Posted	From: 2021-02-22	To: 2021-08-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$26.00 / Hour For 35 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Business Equipment and Computer Applications: Electronic mail, MS Office

Specific Skills: Review, evaluate and implement new system & administrative procedures. Establish work priorities for policy starting, expiry, renewals, extensions and ensure procedures for changes are followed and deadlines are met. Carry out administrative activities of establishment by overlooking the flow documents between clients and insurance companies. Make travel arrangements as needed. Keeping up to date with the Govt. benefits like CCB, EI for Mat leave, tax credits and any changes in them. Assist in the preparation of operating budget for and maintain inventory and budgetary control for promotional activities used in sponsoring community events, radio talk shows, banners, and road signage. Keeping up to date with the documentation required for compliance & any legal obligations like need analysis, the reason why letter, disclosure agreements. Oversee and co-ordinate office administrative procedures in the office looking after company bills and invoices.

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: #303 - 7 Westwinds Cres NE, Calgary, AB T3J 5H2

How to Apply

By email:

jobs.mehanrealtyservices@outlook.com

Job Board Posting

Date Printed: 2024/05/03

NewCanadianWorker
A Fresh Start for New Arrivals

Office Administrator (NOC: 1221)

Job ID	**122857BA5F6F4**	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=122857BA5F6F4	
Company	Mehan Realty & Financial Services Ltd	
Location	Calgary, Alberta	
Date Posted	From: 2021-02-22	To: 2021-08-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$26.00 / Hour For 35 Hours / Week	
Languages	English	

Description

Vacancies: 1
Terms of employment: Permanent, Full time, Day
Job requirements
Business Equipment and Computer Applications: Electronic mail, MS Office
Specific Skills: Review, evaluate and implement new system & administrative procedures. Establish work priorities for policy starting, expiry, renewals, extensions and ensure procedures for changes are followed and deadlines are met. Carry out administrative activities of establishment by overlooking the flow documents between clients and insurance companies. Make travel arrangements as needed. Keeping up to date with the Govt. benefits like CCB, EI for Mat leave, tax credits and any changes in them. Assist in the preparation of operating budget for and maintain inventory and budgetary control for promotional activities used in sponsoring community events, radio talk shows, banners, and road signage. Keeping up to date with the documentation required for compliance & any legal obligations like need analysis, the reason why letter, disclosure agreements. Oversee and co-ordinate office administrative procedures in the office looking after company bills and invoices.

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Business and Job location: #303 - 7 Westwinds Cres NE, Calgary, AB T3J 5H2

How to Apply

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jobs.mehanrealtyservices@outlook.com

Job Board Posting

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

Date Printed: 2024/05/03

Office Administrator (NOC: 1221)

Job ID	**953A3DC5ACE33**	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=953A3DC5ACE33	
Company	Mehan Realty & Financial Services Ltd	
Location	Calgary, Alberta	
Date Posted	From: 2021-02-22	To: 2021-08-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$26.00 / Hour For 35 Hours / Week	
Languages	English	

Description
Vacancies: 1
Terms of employment: Permanent, Full time, Day
Job requirements
Business Equipment and Computer Applications: Electronic mail, MS Office
Specific Skills: Review, evaluate and implement new system & administrative procedures. Establish work priorities for policy starting, expiry, renewals, extensions and ensure procedures for changes are followed and deadlines are met. Carry out administrative activities of establishment by overlooking the flow documents between clients and insurance companies. Make travel arrangements as needed. Keeping up to date with the Govt. benefits like CCB, EI for Mat leave, tax credits and any changes in them. Assist in the preparation of operating budget for and maintain inventory and budgetary control for promotional activities used in sponsoring community events, radio talk shows, banners, and road signage. Keeping up to date with the documentation required for compliance & any legal obligations like need analysis, the reason why letter, disclosure agreements. Oversee and co-ordinate office administrative procedures in the office looking after company bills and invoices.

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