



# 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



Careers.Indigenous.Link

Date Printed: 2024/04/29

## Office Secretary

|                       |   |
|-----------------------|---|
| <b>Job ID</b>         | <b>37-5A-1B-8B-75-EB</b>  |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=37-5A-1B-8B-75-EB">https://careers.indigenous.link/viewjob?jobname=37-5A-1B-8B-75-EB</a> |
| <b>Company</b>        | A1 Trusses (1993) Ltd   |
| <b>Location</b>       | Nisku , Alberta   |
| <b>Date Posted</b>    | From: 2018-08-07 To: 2019-02-03   |
| <b>Job</b>            | Type: Full-time Category: Office  |
| <b>Job Start Date</b> | As soon as possible   |
| <b>Job Salary</b>     | \$24.60 Hourly, for 40.00 Hours per week  |
| <b>Languages</b>      | English   |

### Description

Job Types

Regular job

Terms of Employment:

Permanent, Full Time

Location:

1006 17 Avenue

Nisku, AB

T9E 0G5 (1 vacancy)

Skill Requirements:

Education:

Completion of high school

Experience:

1 year to less than 2 years

Work Setting:

Private sector

Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks

Personal Suitability

Excellent oral communication, Accurate, Organized, Excellent written communication, Reliability

Business Equipment and Computer Applications

Electronic scheduler, MS Windows

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, Set up and maintain manual and computerized information filing systems

### How to Apply

By email:

mohan@a-1truss.ca

By mail:

1006 17 Avenue

Nisku, AB

T9E 0G5

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/04/29

## Office Secretary

|                       |   |
|-----------------------|---|
| <b>Job ID</b>         | <b>85F9FEAE153BB</b>  |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=85F9FEAE153BB">http://NewCanadianWorker.ca/viewjob?jobname=85F9FEAE153BB</a> |
| <b>Company</b>        | A1 Trusses (1993) Ltd   |
| <b>Location</b>       | Nisku , Alberta   |
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Nisku, AB

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# Job Board Posting

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

Date Printed: 2024/04/29

## Office Secretary

|                       |   |                  |
|-----------------------|---|------------------|
| <b>Job ID</b>         | <b>6240C45D80E0F</b>  |                  |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=6240C45D80E0F">http://NoExperienceNeeded.ca/viewjob?jobname=6240C45D80E0F</a> |                  |
| <b>Company</b>        | A1 Trusses (1993) Ltd   |                  |
| <b>Location</b>       | Nisku , Alberta   |                  |
| <b>Date Posted</b>    | From: 2018-08-07  | To: 2019-02-03   |
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