



# 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: 2024/05/05

## Office Manager (NOC 1221)

<b>Job ID</b>	<b>3C-58-3B-4A-66-29</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=3C-58-3B-4A-66-29">https://careers.indigenous.link/viewjob?jobname=3C-58-3B-4A-66-29</a>	
<b>Company</b>	Adduonoâ€™s Sheet Metal & Heating Ltd.	
<b>Location</b>	Thunder Bay, Ontario	
<b>Date Posted</b>	From: 2021-10-15	To: 2022-04-13
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	2021-10-15	
<b>Job Salary</b>	\$25.10/ hour, 40 Hrs/week	
<b>Languages</b>	English	

### Description

One (1) permanent full-time position of Office Manager (NOC 1221) available at Adduonoâ€™s Sheet Metal & Heating Ltd. located at 701 N Vickers Street, Thunder Bay, ON, P7C 4B8.

### Experience

Minimum One (1) year of work experience

### Education Requirements

Completion of Secondary School required

### Essential Skills

Main Duties to be completed as per the lead statement of NOC 1221

- To oversee & perform important role in the administration of the company and perform various administrative duties
- To establish work priorities to support staff and to ensure deadlines are met and procedures are followed
- Relaying information to technicians in the field on timely manner and ensuring the delivery of message.
- Prepare reports and documents using MS office. Compile and update paperwork, data storage and record keeping.
- Set up & maintain manual and computerized information filing systems.
- Well-trained in the software being used by the company for billing process & vendor invoicing.
- Orders office supplies and maintains inventory electronically and manually.
- Preparing daily/weekly reports & submit to the Manager.
- Process documentation and prepare reports related to personnel activities, meetings etc.
- Handle general complaints and grievance procedure.
- Answers general phone and email inquiries as representing the Firm in a professional and friendly manner.
- Assures that all the computers, photocopiers and other office equipment are in proper working order.

### How to Apply

By Email: [austinadduono@gmail.com](mailto:austinadduono@gmail.com)

# Job Board Posting

Date Printed: 2024/05/05

## Office Manager (NOC 1221)

<b>Job ID</b>	<b>A2D78D0E6A356</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=A2D78D0E6A356">http://NewCanadianWorker.ca/viewjob?jobname=A2D78D0E6A356</a>	
<b>Company</b>	Adduono's Sheet Metal & Heating Ltd.	
<b>Location</b>	Thunder Bay, Ontario	
<b>Date Posted</b>	From: 2021-10-15	To: 2022-04-13
<b>Job</b>	Type: Full-time	Category: Office
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# Job Board Posting

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

Date Printed: 2024/05/05

## Office Manager (NOC 1221)

<b>Job ID</b>	<b>6730431A81C95</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=6730431A81C95">http://NoExperienceNeeded.ca/viewjob?jobname=6730431A81C95</a>	
<b>Company</b>	Adduonoâ€™s Sheet Metal & Heating Ltd.	
<b>Location</b>	Thunder Bay, Ontario	
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