



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/08

Office Coordinator

Job ID	3D-F2-EF-F8-57-7D	
Web Address	https://careers.indigenous.link/viewjob?jobname=3D-F2-EF-F8-57-7D	
Company	La Ropa Textiles	
Location	Mississauga, Ontario	
Date Posted	From: 2020-01-17	To: 2020-07-15
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24 per hour for a minimum of 30 hours per week	
Languages	English	

Description

La Ropa Textiles located at 7300 Torbram Road Mississauga, Ontario dealing in the grading, purchasing recycling & import and export of gently used clothing, shoes and general merchandise urgently require an OFFICE COORDINATOR to oversee and coordinate all office procedures for our busy wholesale business.

Job Type: This is a permanent full-time position

Overtime applies after 44 hours per week

Experience

2-3 years

Education Requirements

Completion of secondary school

Essential Skills

- Maintain an organized and comprehensive filing system with documentation of purchases, vouchers, schedules, forecasts, reports and tracking logs;
- Hire, supervise and manage employee performance and maintain a positive office environment to strengthen team unity and productivity;
- Monitor and maintain the day to day office expense statement;
- Prepare, review and post journal entries and maintain the general ledger;
- Organize supplies, purchases and operational expenses;
- Manage bank deposits and invoicing;
- Prepare reports;
- Manage all incoming and outgoing inventory inspection and processing;
- Maintain a liaison with vendors;
- Scheduling drivers for pick up and deliveries;
- Provide reliable office support and perform duties as assigned

Additional Skills

- Ability to multi-task efficiently;
- Must be reliable and have a character of integrity committed to excellence;
- Strong organizational and time management skills with an ability to prioritize and multi-task;
- Knowledge of basic bookkeeping principles

How to Apply

To be considered for this position please email resume specifying the position interested to info@laropatextile.com

Job Board Posting

Date Printed: 2024/05/08

Office Coordinator

Job ID	8502238CEDE17	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=8502238CEDE17	
Company	La Ropa Textiles	
Location	Mississauga, Ontario	
Date Posted	From: 2020-01-17	To: 2020-07-15
Job	Type: Full-time	Category: Office
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How to Apply

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Job Board Posting

Date Printed: 2024/05/08

Office Coordinator

Job ID	FF526CD2F2574	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=FF526CD2F2574	
Company	La Ropa Textiles	
Location	Mississauga, Ontario	
Date Posted	From: 2020-01-17	To: 2020-07-15
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24 per hour for a minimum of 30 hours per week	
Languages	English	

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