



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:
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: 2024/04/28

Office Administrative Assistant

Job ID	3E-61-10-43-66-5B	
Web Address	https://careers.indigenous.link/viewjob?jobname=3E-61-10-43-66-5B	
Company	Rania One Transport Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2019-10-20	To: 2020-04-17
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27.80/hr	
Languages	English	

Description

Personal Suitability

Ability to multitask, Excellent oral communication, Flexibility, Client focus, Reliability, Organized, Accurate

Business Equipment and Computer Applications

MS Excel, MS Office, MS Word, 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, Order office supplies and maintain inventory, Greet people and direct them to contacts or service areas, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Set up and maintain manual and computerized information filing systems

Experience

Experience an asset

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Work Environment

Work under pressure, Repetitive tasks, Attention to detail

How to Apply

By email:

rania2002@gmail.com

By mail:

3138, 33 Ave NW

Edmonton, AB T6T 1X5

Intended job posting audience

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/04/28

Office Administrative Assistant

Job ID	101C57A12B772	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=101C57A12B772	
Company	Rania One Transport Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2019-10-20	To: 2020-04-17
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27.80/hr	
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Job Board Posting

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

Date Printed: 2024/04/28

Office Administrative Assistant

Job ID	03BBC8881DE41	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=03BBC8881DE41	
Company	Rania One Transport Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2019-10-20	To: 2020-04-17
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27.80/hr	
Languages	English	

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