



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

Administrative Assistant

Job ID	42-2B-E8-79-B5-74	
Web Address	https://careers.indigenous.link/viewjob?jobname=42-2B-E8-79-B5-74	
Company	Axel Insurance Brokers Ltd.	
Location	Mississauga, Ontario	
Date Posted	From: 2020-04-06	To: 2020-10-03
Job	Type: Full-time	Category: Office
Job Salary	\$22.00/hour	
Languages	English	

Description

Job duties of an Administrative Assistant include:

- Produce and distribute correspondence memos, letters, faxes and forms
- Find out solutions for administrative issues whenever they come up
- Establish and direct office methods
- Process any payments if required, verify orders and receive mail
- Welcome guests to the facility and act as the person of interest if any information is requested by the guest.
- Maintain a secure computer and manual filing system
- Forward mail to the respective person in the office
- Carry out various administrative responsibilities like typing, scanning, copying, etc
- Enable patient's/client's privacy consistently
- Assist in preparing reports as required by the superiors
- Provide general support to the visitors
- Answer and direct phone calls to the right person
- In charge of making appointments and deal with cancellations whenever they occur
- Make sure the office is always equipped with supplies by regularly checking inventory and place orders as required

Experience

Minimum of 1-2 years of related experience.

Education Requirements

Completion of secondary education is required.

How to Apply

Interested candidates may submit their resume at aaxelinsurancelink@gmail.com

Qualified candidates will be contacted via email ONLY

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/05

Administrative Assistant

Job ID	3B7C1B5E28D2B	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=3B7C1B5E28D2B	
Company	Aaxel Insurance Brokers Ltd.	
Location	Mississauga, Ontario	
Date Posted	From: 2020-04-06	To: 2020-10-03
Job	Type: Full-time	Category: Office
Job Salary	\$22.00/hour	
Languages	English	

Description

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Job Board Posting

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

Date Printed: 2024/05/05

Administrative Assistant

Job ID	EA8D86E698E9D	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=EA8D86E698E9D	
Company	Aaxel Insurance Brokers Ltd.	
Location	Mississauga, Ontario	
Date Posted	From: 2020-04-06	To: 2020-10-03
Job	Type: Full-time	Category: Office
Job Salary	\$22.00/hour	
Languages	English	

Description

Job duties of an Administrative Assistant include:

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