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: 2024/03/28

Executive Secretary (except Legal And Medical) (NOC: 1241)

Job ID	**45-4C-7D-D2-AD-D6**	
Web Address	https://careers.indigenous.link/viewjob?jobname=45-4C-7D-D2-AD-D6	
Company	Royal Canada Homes Inc.	
Location	Edmonton, Alberta	
Date Posted	From: 2019-10-11	To: 2020-04-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$24.55 / Hour For 40 Hours / Week	
Languages	English	

Description

Vacancies: 1
Terms of employment: Permanent, Full time, Day
Job requirements
Business Equipment and Computer Applications: MS Office
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, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Greet people and direct them to contacts or service areas

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job Location: 1826 32A Street NW, Edmonton, Alberta T6T 0R3

How to Apply

By Email:
royalhomeresumes@yahoo.com

Job Board Posting

Date Printed: 2024/03/28

Executive Secretary (except Legal And Medical) (NOC: 1241)

Job ID	**FE9A7E9DCDCDE**	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=FE9A7E9DCDCDE	
Company	Royal Canada Homes Inc.	
Location	Edmonton, Alberta	
Date Posted	From: 2019-10-11	To: 2020-04-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$24.55 / Hour For 40 Hours / Week	
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Description

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Job Board Posting

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

Date Printed: 2024/03/28

Executive Secretary (except Legal And Medical) (NOC: 1241)

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Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=4041FE9D32C88	
Company	Royal Canada Homes Inc.	
Location	Edmonton, Alberta	
Date Posted	From: 2019-10-11	To: 2020-04-08
Job	Type: Full-time	Category: Office
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