



# 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: 2024/05/08

## Administrative Assistant

<b>Job ID</b>	<b>4F-61-D8-EB-DD-DF</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=4F-61-D8-EB-DD-DF">https://careers.indigenous.link/viewjob?jobname=4F-61-D8-EB-DD-DF</a>	
<b>Company</b>	Kimokran 16 Toronto Inc.	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2018-08-29	To: 2019-02-25
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$21.50/hr, Working 40 Hours/wk.	
<b>Languages</b>	English and Japanese	

### Description

Administrative Assistant

### Experience

Minimum 2 years experience

### Education Requirements

College diploma

### Essential Skills

- Maintain the database and records of registered students to the variety of education institutions such as language school, colleges, and universities
- Communicate with clients and provide the student orientations to new-comers
- Familiarize students with Canadian language schools, colleges, and universities
- Keep the clients' information in confidentiality- Maintain a consistently updated list of office supplies purchased and used on monthly basis
- Keep records and update the contact information of the company's partners and service providers
- Prepare the forms for the staff and clients such as monthly reports, school registration forms, invoice templates and etc. -Administer preparations to the events and presentation for the students such as food parties, school presentations, and education fairs at the office.

### Work Environment

Education Consulting Firm

### Additional Skills

• Experience in a senior clerical position related to office administration in a similar office environment.

### Other

Employer's Preferences:

• Knowledge of Canadian post-secondary education system

### How to Apply

Please send your resume to: 201-586 Yonge Street, Toronto, ON M4Y 1Z3 or email to: [torontokimokran16@gmail.com](mailto:torontokimokran16@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/08

## Administrative Assistant

<b>Job ID</b>	<b>9683F608727A9</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=9683F608727A9">http://NewCanadianWorker.ca/viewjob?jobname=9683F608727A9</a>	
<b>Company</b>	Kimokran 16 Toronto Inc.	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2018-08-29	To: 2019-02-25
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
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# Job Board Posting

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

Date Printed: 2024/05/08

## Administrative Assistant

<b>Job ID</b>	<b>28D5BE1592073</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=28D5BE1592073">http://NoExperienceNeeded.ca/viewjob?jobname=28D5BE1592073</a>	
<b>Company</b>	Kimokran 16 Toronto Inc.	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2018-08-29	To: 2019-02-25
<b>Job</b>	Type: Full-time	Category: Office
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