



# 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: 2024/05/03

## Staffing Co-ordinator

<b>Job ID</b>	<b>51-10-E2-24-AA-9D</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=51-10-E2-24-AA-9D">https://careers.indigenous.link/viewjob?jobname=51-10-E2-24-AA-9D</a>	
<b>Company</b>	And Connect Ltd	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2022-03-09	To: 2022-09-05
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$28.85 To \$29.50 / Hour 35 to 40 hours/week	
<b>Languages</b>	English	

### Description

- Location: Suite 163, 2340 Pegasus Way NE Calgary, AB Canada, T2E 8M5
  - Vacancies: 1
  - Employment groups: Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada, Seniors
  - Terms of employment: Permanent employment, Full time
  - Employment conditions: Day, Weekend, Flexible hours
  - Job Type: Permanent placement opportunity
- Job requirements
- Work Conditions and Physical Capabilities
- Fast-paced environment, Attention to detail
- Personal Suitability
- Excellent oral communication, Team player, Organized, Reliability, Effective interpersonal skills, Client focus
- Business Equipment and Computer Applications
- Electronic mail, MS Excel, MS Word, MS PowerPoint
- Specific Skills
- Identify current and prospective staffing requirements,
- Collect and screen applicants,
- Advise job applicants on employment requirements and terms and conditions of employment,
- Co-ordinate and participate in selection and examination boards to evaluate candidates, Notify applicants of results of selection process and prepare job offers,
- Advise managers and employees on staffing policies and procedures,
- Organize and administer staff consultation and grievance procedures,
- Negotiate settlements of appeals and disputes and co-ordinate termination of employment process,
- Determine eligibility to entitlements and arrange staff training,
- Provide information or services such as employee assistance, counselling and recognition programs

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### How to Apply

By email

[doc.cassama@andconnect.net](mailto:doc.cassama@andconnect.net)

# Job Board Posting

Date Printed: 2024/05/03

## Staffing Co-ordinator

<b>Job ID</b>	<b>10437EC6CF102</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=10437EC6CF102">http://NewCanadianWorker.ca/viewjob?jobname=10437EC6CF102</a>	
<b>Company</b>	And Connect Ltd	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2022-03-09	To: 2022-09-05
<b>Job</b>	Type: Full-time	Category: Human Resources
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# Job Board Posting

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

Date Printed: 2024/05/03

## Staffing Co-ordinator

<b>Job ID</b>	<b>B256DADBC2746</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=B256DADBC2746">http://NoExperienceNeeded.ca/viewjob?jobname=B256DADBC2746</a>	
<b>Company</b>	And Connect Ltd	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2022-03-09	To: 2022-09-05
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	As soon as possible	
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