

# 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**

Date Printed: 2024/05/07



#### Office Administrator (Noc: 1221)

5C-0E-66-8B-58-C2 Job ID Web Address https://careers.indigenous.link/viewjob?jobname=5C-0E-66-8B-58-C2 GS Dhaliwal Transport Ltd Company Location Edmonton, Alberta **Date Posted** From: 2019-07-03 To: 2019-12-30 Job Type: Full-time Category: Office Job Start Date As soon as possible Job Salary \$27.00 / Hour For 40 Hours / Week Languages English

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day Job requirements

Work Conditions and Physical Capabilities: Fast-paced environment

Business Equipment and Computer Applications; Electronic mail, MS Office

Specific Skills: Establish work priorities and ensure procedures are followed and deadlines are met, Carry out administrative activities of establishment, Assist in the preparation of operating budget and maintain inventory and budgetary controls, Assemble data and prepare periodic and special reports, manuals and correspondence, Oversee and co-ordinate office administrative procedures

#### Experience

1 year to less than 2 years

#### **Education Requirements**

Secondary (high) school graduation certificate

#### Other

Business and Job location: 5406 162A Ave., Edmonton, AB T5Y 0E9

#### How to Apply

By email: gsdhaliwal.transport@gmail.com

## **Job Board Posting**

Date Printed: 2024/05/07



#### Office Administrator (Noc: 1221)

Job ID	7722CB826CE5C		
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=7722CB826CE5C		
Company	GS Dhaliwal Transport Ltd		
Location	Edmonton, Alberta		
Date Posted	From: 2019-07-03	To: 2019-12-30	
Job	Type: Full-time	Category: Office	
Job Start Date	As soon as possible		
Job Salary	\$27.00 / Hour For 40 Hours / Week		
Languages	English		

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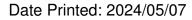
#### Other

Business and Job location: 5406 162A Ave., Edmonton, AB T5Y 0E9

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## **Job Board Posting**



### NoExperienceNeeded.ca

your place for a first step or a fresh start

#### Office Administrator (Noc: 1221)

Job ID	6DB2478811D06		
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=6DB2478811D06		
Company	GS Dhaliwal Transport Ltd		
Location	Edmonton, Alberta		
Date Posted	From: 2019-07-03	To: 2019-12-30	
Job	Type: Full-time	Category: Office	
Job Start Date	As soon as possible		
Job Salary	\$27.00 / Hour For 40 Hours / Week		
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