

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.

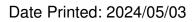
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief 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





Administration Officer

Job ID Web Address Company Location **Date Posted** Job Job Start Date **Job Salary**

65-EC-C7-27-B9-04

https://careers.indigenous.link/viewjob?jobname=65-EC-C7-27-B9-04 1971679 Alberta Inc. O/A Energie Hair Studio Edmonton Edmonton, Alberta From: 2019-03-08 To: 2019-09-04 Type: Full-time Category: Office As soon as possible \$27.00/Hour for 40 hours / week Englsih

Description

Languages

Location: 6035 199 St NW, Edmonton, AB T6M 0M8 Vacancies 1 Terms of employment Permanent, Full time

Experience

1 year to less than 2 years

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Essential Skills

Review, evaluate and implement new administrative procedures, Establish work priorities and ensure procedures are followed and deadlines are met, Carry out administrative activities of establishment, Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation, Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services, 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

How to Apply

By email: antonetadehari1@gmail.com By mail: 6035 199 St NW Edmonton, AB T6M 0M8

Job Board Posting

Date Printed: 2024/05/03



Administration Officer

Job ID Web Address Company Location Date Posted Job Job Start Date Job Salary Languages

9A47B9B8A198E http://NewCanadianWorker.ca/viewjob?jobname=9A47B9B8A198E 1971679 Alberta Inc. O/A Energie Hair Studio Edmonton Edmonton, Alberta From: 2019-03-08 To: 2019-09-04 Type: Full-time Category: Office As soon as possible \$27.00/Hour for 40 hours / week Englsih

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Date Printed: 2024/05/03

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Job ID Web Address Company Location **Date Posted** Job Job Start Date Job Salary Languages

AC621FAA68AAB

http://NoExperienceNeeded.ca/viewjob?jobname=AC621FAA68AAB 1971679 Alberta Inc. O/A Energie Hair Studio Edmonton Edmonton, Alberta From: 2019-03-08 To: 2019-09-04 Type: Full-time Category: Office As soon as possible \$27.00/Hour for 40 hours / week Englsih

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