



# 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: 2024/05/08

## Filing Service Supervisor

<b>Job ID</b>	<b>67-BE-9C-DC-61-B8</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=67-BE-9C-DC-61-B8">https://careers.indigenous.link/viewjob?jobname=67-BE-9C-DC-61-B8</a>	
<b>Company</b>	Dial & File Process Servers Inc.	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2020-05-04	To: 2020-10-31
<b>Job</b>	Type: Full-time	Category: Law
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.00/hr For 32 hrs/wk	
<b>Languages</b>	English	

### Description

Business Equipment and Computer Applications: MS Excel; MS PowerPoint; MS Word; MS Outlook  
Workers Supervised: Telephone operators; Record and file clerks; Computer operators  
Security and Safety: Bondable; Driver's validity licence check; Basic security clearance  
Transportation/Travel Information: Valid driver's licence  
Work Conditions and Physical Capabilities: Fast-paced environment; Work under pressure; Attention to detail; Large caseload; Tight deadlines  
Ability to Supervise: 5-10 people  
Personal Suitability: Initiative; Effective interpersonal skills; Flexibility; Team player; Excellent oral communication; Excellent written communication; Judgement; Reliability; Organized  
Employment groups Help: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Newcomers to Canada  
Intended job posting audience: Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### Essential Skills

Train workers in duties and policies; Resolve work related problems; Prepare and submit reports; Establish work schedules and procedures; Ensure smooth operation of equipment; Co-ordinate activities with other work units or departments; Arrange for maintenance and repair work; Co-ordinate, assign and review work

### How to Apply

By email  
[info@dialandfile.com](mailto:info@dialandfile.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/08

## Filing Service Supervisor

<b>Job ID</b>	<b>68B27D20FE8E3</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=68B27D20FE8E3">http://NewCanadianWorker.ca/viewjob?jobname=68B27D20FE8E3</a>	
<b>Company</b>	Dial & File Process Servers Inc.	
<b>Location</b>	Brampton, Ontario	
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Transportation/Travel Information: Valid driver's licence

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# Job Board Posting

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

Date Printed: 2024/05/08

## Filing Service Supervisor

<b>Job ID</b>	<b>395C60570375D</b>
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=395C60570375D">http://NoExperienceNeeded.ca/viewjob?jobname=395C60570375D</a>
<b>Company</b>	Dial & File Process Servers Inc.
<b>Location</b>	Brampton, Ontario
<b>Date Posted</b>	From: 2020-05-04 To: 2020-10-31
<b>Job</b>	Type: Full-time Category: Law
<b>Job Start Date</b>	As soon as possible
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