



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

Filing Service Supervisor

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

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/08

Filing Service Supervisor

Job ID	68B27D20FE8E3	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=68B27D20FE8E3	
Company	Dial & File Process Servers Inc.	
Location	Brampton, Ontario	
Date Posted	From: 2020-05-04	To: 2020-10-31
Job	Type: Full-time	Category: Law
Job Start Date	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

Filing Service Supervisor

Job ID	395C60570375D	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=395C60570375D	
Company	Dial & File Process Servers Inc.	
Location	Brampton, Ontario	
Date Posted	From: 2020-05-04	To: 2020-10-31
Job	Type: Full-time	Category: Law
Job Start Date	As soon as possible	
Job Salary	\$25.00/hr For 32 hrs/wk	
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