

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.

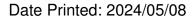
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief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





Administrative Assistant

Job ID	68-50-45-70-59-06		
Web Address	https://careers.indigenous.link/viewjob?jobname=68-50-45-70-59-06		
Company	Load King Transport		
Location	Vaughan, Ontario		
Date Posted	From: 2018-10-31	To: 2019-04-29	
Job	Type: Full-time	Category: Office	
Job Start Date	As soon as possible		
Job Salary	\$22.30/hr		
Languages	English		

Description

Terms of Employment: Permanent, full-time work with flexible hours Job Location: Unit 3-71, Innovator Drive, Vaughan, ON L4H 0S3 Canada Job duties include: Plan and double check any appointments or meetings with the manager or supervisor Answer and direct phone calls to the right person Produce and distribute correspondence memos, letters, faxes and forms Carry out various administrative responsibilities like typing, scanning, copying etc Enable patient's/client's privacy consistently Find out solutions for administrative issues whenever they come up Maintain a secure computer and manual filing system In charge of making appointments and deal with cancellations whenever they occur Make sure office is always equipped with supplies by regularly checking inventory and place orders as required Process any payments if required, verify orders and receive mail Forward mail to the respective person in the office Welcome guests to the facility and act as the person of interest if any information is requested by the guest. Provide general support to the visitors Establish and direct office methods Assist in preparing reports as required by the superiors

Experience

minimum of 1-2 years in administration or relating field

Education Requirements

completion of secondary education required

Other

Qualified candidates including Canadians, permanent residents, seniors, apprentices, people with disability, veterans, indigenous group and newcomers to Canada are welcome to apply.

How to Apply

Via Email: loadkingtransportjobs@gmail.com

Job Board Posting

Date Printed: 2024/05/08



Administrative Assistant

Job ID	806F098350644	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=806F098350644	
Company	Load King Transport	
Location	Vaughan, Ontario	
Date Posted	From: 2018-10-31	To: 2019-04-29
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30/hr	
Languages	English	

Description

Terms of Employment: Permanent, full-time work with flexible hours Job Location: Unit 3-71, Innovator Drive, Vaughan, ON L4H 0S3 Canada Job duties include: Plan and double check any appointments or meetings with the manager or supervisor Answer and direct phone calls to the right person Produce and distribute correspondence memos, letters, faxes and forms Carry out various administrative responsibilities like typing, scanning, copying etc Enable patient's/client's privacy consistently Find out solutions for administrative issues whenever they come up Maintain a secure computer and manual filing system In charge of making appointments and deal with cancellations whenever they occur Make sure office is always equipped with supplies by regularly checking inventory and place orders as required Process any payments if required, verify orders and receive mail Forward mail to the respective person in the office Welcome guests to the facility and act as the person of interest if any information is requested by the guest. Provide general support to the visitors Establish and direct office methods Assist in preparing reports as required by the superiors

Experience

minimum of 1-2 years in administration or relating field

Education Requirements

completion of secondary education required

Other

Qualified candidates including Canadians, permanent residents, seniors, apprentices, people with disability, veterans, indigenous group and newcomers to Canada are welcome to apply.

How to Apply

Via Email: loadkingtransportjobs@gmail.com

Job Board Posting



Date Printed: 2024/05/08

Administrative Assistant

Job ID	D9C570A8AA83F		
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=D9C570A8AA83F		
Company	Load King Transport		
Location	Vaughan, Ontario		
Date Posted	From: 2018-10-31	To: 2019-04-29	
Job	Type: Full-time	Category: Office	
Job Start Date	As soon as possible		
Job Salary	\$22.30/hr		
Languages	English		

Description

Terms of Employment: Permanent, full-time work with flexible hours Job Location: Unit 3-71, Innovator Drive, Vaughan, ON L4H 0S3 Canada Job duties include: Plan and double check any appointments or meetings with the manager or supervisor Answer and direct phone calls to the right person Produce and distribute correspondence memos, letters, faxes and forms Carry out various administrative responsibilities like typing, scanning, copying etc Enable patient's/client's privacy consistently Find out solutions for administrative issues whenever they come up Maintain a secure computer and manual filing system In charge of making appointments and deal with cancellations whenever they occur Make sure office is always equipped with supplies by regularly checking inventory and place orders as required Process any payments if required, verify orders and receive mail Forward mail to the respective person in the office Welcome guests to the facility and act as the person of interest if any information is requested by the guest. Provide general support to the visitors Establish and direct office methods Assist in preparing reports as required by the superiors

Experience

minimum of 1-2 years in administration or relating field

Education Requirements

completion of secondary education required

Other

Qualified candidates including Canadians, permanent residents, seniors, apprentices, people with disability, veterans, indigenous group and newcomers to Canada are welcome to apply.

How to Apply

Via Email: loadkingtransportjobs@gmail.com