



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

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



NewCanadianWorker

A Fresh Start for New Arrivals

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	

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How to Apply

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Job Board Posting

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

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	
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Languages	English	

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