



# 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



Careers.Indigenous.Link

Date Printed: 2024/05/06

## Administrative Assistant

|                       |                                                                                                                                                   |                  |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Job ID</b>         | <b>69-EE-A1-2F-3D-19</b>                                                                                                                          |                  |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=69-EE-A1-2F-3D-19">https://careers.indigenous.link/viewjob?jobname=69-EE-A1-2F-3D-19</a> |                  |
| <b>Company</b>        | SPS Truck Repairs Ltd                                                                                                                             |                  |
| <b>Location</b>       | Surrey, British Columbia                                                                                                                          |                  |
| <b>Date Posted</b>    | From: 2021-02-15                                                                                                                                  | To: 2021-08-14   |
| <b>Job</b>            | Type: Full-time                                                                                                                                   | Category: Office |
| <b>Job Start Date</b> | As soon as possible                                                                                                                               |                  |
| <b>Job Salary</b>     | \$23/hr                                                                                                                                           |                  |
| <b>Languages</b>      | English                                                                                                                                           |                  |

### Description

- Preparing, keying in, editing and proofreading correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Opening and distributing incoming regular and electronic mail and other material and coordinating the flow of information internally and with other departments and organizations
- Scheduling and confirming appointments and meetings of employer
- Ordering office supplies and maintaining inventory
- Answering telephone and electronic enquiries and relaying telephone calls and messages
- Setting up and maintaining manual and computerized information filing systems
- Determining and establishing office procedures
- Greeting visitors, ascertaining nature of business and directing visitors to employer or appropriate person
- Recording and preparing minutes of meetings
- Compiling data, statistics and other information to support research activities

### Experience

Minimum one-year experience as Administrative Assistant

### Education Requirements

Secondary school or equivalent

### Additional Skills

- Must have strong organizational skills, and attention to detail.
- Must be proficient in Microsoft Office (primarily Word, Excel, PowerPoint).
- Be passionate about customer service excellence.
- Must be able to take direction and be a quick learner.

### How to Apply

By Email: [Spsrepairjobs@gmail.com](mailto:Spsrepairjobs@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/06

## Administrative Assistant

|                       |                                                                                                                                   |                  |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Job ID</b>         | <b>44411DFA1E1DD</b>                                                                                                              |                  |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=44411DFA1E1DD">http://NewCanadianWorker.ca/viewjob?jobname=44411DFA1E1DD</a> |                  |
| <b>Company</b>        | SPS Truck Repairs Ltd                                                                                                             |                  |
| <b>Location</b>       | Surrey, British Columbia                                                                                                          |                  |
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# Job Board Posting

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

Date Printed: 2024/05/06

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|                       |                                                                                                                                     |                  |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Job ID</b>         | <b>35CDC89B87F9E</b>                                                                                                                |                  |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=35CDC89B87F9E">http://NoExperienceNeeded.ca/viewjob?jobname=35CDC89B87F9E</a> |                  |
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