



# 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: 2024/05/02

## Office Co-ordinator (1)

<b>Job ID</b>	<b>6F-33-2D-AB-E3-A8</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=6F-33-2D-AB-E3-A8">https://careers.indigenous.link/viewjob?jobname=6F-33-2D-AB-E3-A8</a>	
<b>Company</b>	Avro Transport Inc.	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2019-03-02	To: 2019-08-29
<b>Job</b>	Type: Full-time	Category: Transportation
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$ 23.56 â€" \$ 24.50 Per Hour for 35-40 hours/week	
<b>Languages</b>	English	

### Description

Job Location: 7280 Dixie Road, Mississauga, ON L5S 1E1

Terms of employment: Permanent Full time

Job Duties:

- â€¢ Distribute work to workforce and make sure that contracts are finished on time by setting goals and deadlines for the employees.
- â€¢ Collect orders over phone and in person from clients.
- â€¢ Coordinate office admin activities and implement company procedures and policies. Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as work productivity.
- â€¢ Order office supplies, oversee equipment maintenance and new equipment orders. Maintain inventory and cost control procedures.
- â€¢ Consult owners on budgeting and prepare office budgeting, coordinate works related to new and under process projects, involve in planning with owners.
- â€¢ Maintain data and prepare reports.
- â€¢ Coordinate work performance review of the employees.
- â€¢ Monitor the facility to ensure that it remains safe, secure, and well-maintained

### Experience

7 month - 1 year experience in office support

### Education Requirements

Completion of Secondary School

### How to Apply

Contact: [hr.avrotransport@outlook.com](mailto:hr.avrotransport@outlook.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

## Office Co-ordinator (1)

<b>Job ID</b>	<b>0EEE50234D830</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=0EEE50234D830">http://NewCanadianWorker.ca/viewjob?jobname=0EEE50234D830</a>	
<b>Company</b>	Avro Transport Inc.	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2019-03-02	To: 2019-08-29
<b>Job</b>	Type: Full-time	Category: Transportation
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# Job Board Posting

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

Date Printed: 2024/05/02

## Office Co-ordinator (1)

<b>Job ID</b>	<b>044FAB2EFE67F</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=044FAB2EFE67F">http://NoExperienceNeeded.ca/viewjob?jobname=044FAB2EFE67F</a>	
<b>Company</b>	Avro Transport Inc.	
<b>Location</b>	Mississauga, Ontario	
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