



# 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: 2024/05/03

## Administrative Assistant

<b>Job ID</b>	<b>72-E5-B1-EF-5F-D2</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=72-E5-B1-EF-5F-D2">https://careers.indigenous.link/viewjob?jobname=72-E5-B1-EF-5F-D2</a>	
<b>Company</b>	Newsteps Immigration Solutions Inc	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2019-07-30	To: 2020-01-26
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$23.00 Hourly (40 hour per week)	
<b>Languages</b>	High Proficiency English is required	

### Description

Vacancies: 1 position available (Full time and permanent)

Office Location: Unit 101,12888 80th Avenue, Surrey, BC V3W 3A8

Duties:

- Determine and establish office procedures and routines,
- Schedule and confirm appointments,
- Answer telephone and relay telephone calls and messages,
- Answer electronic enquiries, compile data, statistics and other information,
- Order office supplies and maintain inventory,
- Set up and maintain manual and computerized information filing systems,
- Type and proofread correspondence, forms and other documents,
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information,
- Maintain file records, update information of clients in system
- Answer and send replies to emails and correspond as required
- Assign files to staff as per their speciality
- Collect information from clients and prepare necessary Retainer Agreements and store important information and documents

### Experience

1-2 years of related work experience required

### Education Requirements

Completion of secondary school is required

### How to Apply

Contact only by sending emails at: [info@newstepsimmigration.ca](mailto:info@newstepsimmigration.ca), No phone calls or personal visits are allowed before the interview. Selected candidates would be contacted for one to one interview.

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

## Administrative Assistant

<b>Job ID</b>	<b>8D2FA42248FEF</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=8D2FA42248FEF">http://NewCanadianWorker.ca/viewjob?jobname=8D2FA42248FEF</a>	
<b>Company</b>	Newsteps Immigration Solutions Inc	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2019-07-30	To: 2020-01-26
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# Job Board Posting

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

Date Printed: 2024/05/03

## Administrative Assistant

<b>Job ID</b>	<b>8F94214060DF3</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=8F94214060DF3">http://NoExperienceNeeded.ca/viewjob?jobname=8F94214060DF3</a>	
<b>Company</b>	Newsteps Immigration Solutions Inc	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2019-07-30	To: 2020-01-26
<b>Job</b>	Type: Full-time	Category: Office
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