



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: 2024/05/03

Administrative Assistant - Legal

Job ID	76-A1-70-3E-FC-EC	
Web Address	https://careers.indigenous.link/viewjob?jobname=76-A1-70-3E-FC-EC	
Company	Maple Vantage Education Centre	
Location	Calgary, Alberta	
Date Posted	From: 2020-03-24	To: 2020-09-20
Job	Type: Full-time	Category: Law
Job Start Date	As soon as possible	
Job Salary	\$26.37 / Hour	
Languages	English	

Description

We currently have an exciting opportunity for you to bring your skills, knowledge, and expertise as a dedicated Legal Administrative Assistant specializing in international exchange education. Come to join us.

Experience

At least 3 years of relevant work experience

Education Requirements

Completion of college

Essential Skills

Your duties and responsibilities will include the following:

- Determine and establish office procedures and routines
- Prepare and key in correspondence and legal documents
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Liaise with departmental and corporate officials and with other organizations and associations
- Manage contracts
- Schedule and confirm appointments
- Maintain filing system
- Train and supervise staff
- Prepare financial statements and reports

Additional Skills

Excellent oral communication, Excellent written communication, Organized, Accurate, Team player, Client focus.

How to Apply

Please send your resume to:

hr@mvedu.ca

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

Administrative Assistant - Legal

Job ID	71116644B904C	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=71116644B904C	
Company	Maple Vantage Education Centre	
Location	Calgary, Alberta	
Date Posted	From: 2020-03-24	To: 2020-09-20
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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 - Legal

Job ID	9F6BFFC29E228	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=9F6BFFC29E228	
Company	Maple Vantage Education Centre	
Location	Calgary, Alberta	
Date Posted	From: 2020-03-24	To: 2020-09-20
Job	Type: Full-time	Category: Law
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Job Salary	\$26.37 / Hour	
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