



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: 2024/05/01

Administrative Assistant

Job ID	78-8E-7B-F9-3E-10	
Web Address	https://careers.indigenous.link/viewjob?jobname=78-8E-7B-F9-3E-10	
Company	The Quality Inn & Conference Centre	
Location	Orillia, Ontario	
Date Posted	From: 2020-01-17	To: 2020-07-15
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.83 per hour for a minimum of 30 hours per week	
Languages	English	

Description

The Quality Inn & Conference Centre a busy and well establish hotel located at 201 Woodside Drive, Orillia, ON L3V 6T4 urgently requires an Administrative Assistant with strong time management and organizational skills and the ability to work in a fast paced environment and provide the highest level of service to our guests.

Job Type: Permanent, full time position;

Overtime: applies after 44 hours per week at 1.5 times the wage

Experience

3-5 years

Education Requirements

Completion of Secondary schooling

Essential Skills

- Compose, edit and prepare documents including letters, memos, forms and other paperwork;
- Perform clerical duties such as typing, filing, copying, emailing, answering & responding to telephone calls and electronic enquiries and coordinating, scheduling & making appointments;
- Liaise with all departments and draft written correspondence;
- Conduct new hire orientation programs and process proper onboarding practices;
- Create and maintain an up-to-date electronic and physical filing system;
- Obtain and update all WSIB clearances, pay premiums and maintain reconciliation reports;
- Maintain an accurate record of invoices, contracts and company credit card receipts and ensure timely submission of expense statements and reports to the Accountant;
- Coordinate and manage purchase orders;
- Create and maintain a data base with up-to-date employee, vendors, financial and other information;
- Assist with any company audits;
- Assist with payroll processing;

- â€¢Maintain and keep track of inventory;
- â€¢Maintain the confidentiality of sensitive business information;
- â€¢Perform other administrative duties and support as assigned

Additional Skills

- â€¢Excellent organizational and communication skills;
- â€¢Computer proficiency;
- â€¢Professional written and spoken communication skills;
- â€¢Must possess solid guest service and presentation skills;
- â€¢Prior administrative experience

How to Apply

To be considered for this position please email resumes to info@highwaymaninc.com

Job Board Posting

Date Printed: 2024/05/01

Administrative Assistant

Job ID	4C4B3CEBCB70F	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=4C4B3CEBCB70F	
Company	The Quality Inn & Conference Centre	
Location	Orillia, Ontario	
Date Posted	From: 2020-01-17	To: 2020-07-15
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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Job Board Posting

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

Date Printed: 2024/05/01

Administrative Assistant

Job ID	7853922BA66C7	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=7853922BA66C7	
Company	The Quality Inn & Conference Centre	
Location	Orillia, Ontario	
Date Posted	From: 2020-01-17	To: 2020-07-15
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.83 per hour for a minimum of 30 hours per week	
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