



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: 2024/05/06

Project Administration Officer (NOC: 1221)

Job ID	7B-88-C2-4A-5F-29	
Web Address	https://careers.indigenous.link/viewjob?jobname=7B-88-C2-4A-5F-29	
Company	Britco Pork Inc.	
Location	Chilliwack, British Columbia	
Date Posted	From: 2020-09-15	To: 2021-03-14
Job	Type: Full-time	Category: Manufacturing
Job Salary	\$26.44/hr for 40 hours per week	
Languages	English	

Description

Employment Terms: Full Time, Permanent

Number of Positions: One (1)

Duties and Responsibilities:

- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures
 - Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
 - Co-ordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
 - Conduct analyses and oversee administrative operations related to budgeting, contracting and project planning and management processes
 - Assist in preparation of operating budget and maintain inventory and budgetary controls
 - Assemble data and prepare periodic and special reports, manuals and correspondence
 - May supervise records management technicians and related staff.
 - Maintain a strong customer service relationship with suppliers
 - Planning of maintenance work, including preventative maintenance program, assigning tasks, and evaluating completion.
 - Maintain and oversee invoices, orders, accounting, and contractor work, including writing ongoing work orders.
 - Inventory Management
 - Responsible for ordering and approving all employee supplies including laundry
- Benefit: Dental Benefits, Group Insurance Benefits and Vision Care Benefits

Experience

At least 1 year of work experience is required

Education Requirements

Completion of secondary school is required

Other

Business/Work Location: 8235 Brannick Place, Chilliwack, BC V2R 0E9

How to Apply

Email: k.steward@fivecornersmeat.com

Mail: 8235 Brannick Place, Chilliwack, BC V2R 0E9

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/06

Project Administration Officer (NOC: 1221)

Job ID	E5A5519288E9F	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=E5A5519288E9F	
Company	Britco Pork Inc.	
Location	Chilliwack, British Columbia	
Date Posted	From: 2020-09-15	To: 2021-03-14
Job	Type: Full-time	Category: Manufacturing
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Email: k.steward@fivecornersmeat.com

Mail: 8235 Brannick Place, Chilliwack, BC V2R 0E9

Job Board Posting

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

Date Printed: 2024/05/06

Project Administration Officer (NOC: 1221)

Job ID	9ED5C1226837B	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=9ED5C1226837B	
Company	Britco Pork Inc.	
Location	Chilliwack, British Columbia	
Date Posted	From: 2020-09-15	To: 2021-03-14
Job	Type: Full-time	Category: Manufacturing
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