



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: 2024/04/28

Office Co-ordinator

Job ID	7C-2D-0B-FA-11-0A	
Web Address	https://careers.indigenous.link/viewjob?jobname=7C-2D-0B-FA-11-0A	
Company	Connect Canada Immigration Services Inc	
Location	Calgary, Alberta	
Date Posted	From: 2021-10-12	To: 2022-04-10
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$31.00 / hour 36 to 44 hours / week	
Languages	English	

Description

7 Westwinds Crescent NE suite 222

Calgary, AB

T3J 5H2

Vacancies 2

Employment groups: Indigenous people

Terms of employment Permanent employment, Full time

Employment conditions: Overtime, Morning, Day, Evening, Shift, Flexible hours

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Ability to Supervise: 5-10 people

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail, Large workload

Personal Suitability: Excellent oral communication, Reliability, Flexibility, Organized, Excellent written communication, Effective interpersonal skills

Specific Skills

Review, evaluate and implement new administrative procedures, Establish work priorities and ensure procedures are followed and deadlines are met, Carry out administrative activities of establishment, Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation, Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services, Assemble data and prepare periodic and special reports, manuals and correspondence, Oversee and co-ordinate office administrative procedures

Work Setting: Private sector

How to Apply

By email

careers@connectcanada.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/04/28

Office Co-ordinator

Job ID	67C7178D28C8C
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=67C7178D28C8C
Company	Connect Canada Immigration Services Inc
Location	Calgary, Alberta
Date Posted	From: 2021-10-12 To: 2022-04-10
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$31.00 / hour 36 to 44 hours / week
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By email

careers@connectcanada.com

Job Board Posting

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

Date Printed: 2024/04/28

Office Co-ordinator

Job ID	6D0193358BB2C	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=6D0193358BB2C	
Company	Connect Canada Immigration Services Inc	
Location	Calgary, Alberta	
Date Posted	From: 2021-10-12	To: 2022-04-10
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$31.00 / hour 36 to 44 hours / week	
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