



# 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: 2024/05/07

## Administrative Assistant

<b>Job ID</b>	<b>86-89-D8-32-C9-8A</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=86-89-D8-32-C9-8A">https://careers.indigenous.link/viewjob?jobname=86-89-D8-32-C9-8A</a>	
<b>Company</b>	Physioflex	
<b>Location</b>	Etobicoke, Ontario	
<b>Date Posted</b>	From: 2019-06-24	To: 2019-12-21
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22.30 per hour	
<b>Languages</b>	English	

### Description

Job Location: Etobicoke, ON M9W 6N5 Canada

Terms: Permanent, Full-time with flexible working hours with occasional weekends required

Job duties include:

- Reply to telephone and electronic enquiries and dispatch telephone calls and messages
- Establish and regulate office procedures
- Schedule and confirm appointments of employer
- Schedule and confirm appointments for patients and follow up with their health care provider
- Help patients rehabilitate with their injuries and/or disabilities
- Maintain patient's confidentiality at all times
- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- Schedule and confirm appointments with the clients
- Maintain inventory control and order office supplies when needed
- Set up and maintain a safe filing system
- Greet and welcome clients and direct them to the designated person
- Maintain workflow by studying methods, implementing cost reduction, and developing reporting procedures
- Type and proofread correspondence, forms and other documents when needed
- Sort, process and verify orders and its receipts
- Organize work priorities and ensure that deadlines are met
- Assemble data and prepare reports, manuals and/or correspondence

### Experience

Minimum of 1-2 years of experience in related field is required

### Education Requirements

Completion of secondary school is required. Completion of post-secondary education in business administration or related field will be considered an asset

### Other

Qualified candidates including Canadians, permanent residents, newcomers to Canada, people with disability, veterans, indigenous people and seniors are welcome to apply.

### How to Apply

Interested candidates are welcome to apply via email: [physioflexfinchwoodjobs@gmail.com](mailto:physioflexfinchwoodjobs@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/07

## Administrative Assistant

<b>Job ID</b>	<b>76D7E444F02C4</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=76D7E444F02C4">http://NewCanadianWorker.ca/viewjob?jobname=76D7E444F02C4</a>	
<b>Company</b>	Physioflex	
<b>Location</b>	Etobicoke, Ontario	
<b>Date Posted</b>	From: 2019-06-24	To: 2019-12-21
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22.30 per hour	
<b>Languages</b>	English	

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# Job Board Posting

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

Date Printed: 2024/05/07

## Administrative Assistant

<b>Job ID</b>	<b>9D86D5C702597</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=9D86D5C702597">http://NoExperienceNeeded.ca/viewjob?jobname=9D86D5C702597</a>	
<b>Company</b>	Physioflex	
<b>Location</b>	Etobicoke, Ontario	
<b>Date Posted</b>	From: 2019-06-24	To: 2019-12-21
<b>Job</b>	Type: Full-time	Category: Office
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