



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: 2024/04/29

Administrative Assistant

Job ID 93-93-37-CA-8E-24
Web Address <https://careers.indigenous.link/viewjob?jobname=93-93-37-CA-8E-24>
Company Legal Leaf Immigration Consulting Ltd.
Location Calgary, Alberta
Date Posted From: 2019-04-30 To: 2019-10-27
Job Type: Full-time Category: Office
Job Start Date As soon as possible
Job Salary \$25.00 Hourly For 30 Hours Per Week
Languages English

Description

Vacancies

02

Terms of employment

Permanent, Full time

Employment Conditions

Morning, Day

Security and Safety

Criminal record check

Personal Suitability

Ability to multitask, Excellent oral communication, Flexibility, Client focus, Reliability, Organized, Excellent written communication, Team player, Accurate

Experience

2 years to less than 3 years

Education Requirements

College/CEGEP

Essential Skills

Record and prepare minutes of meetings, seminars and conferences, Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Set up and maintain manual and computerized information filing systems.

Work Environment

Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail.

Additional Skills

Supervise other workers, Train other workers.

Other

Business Address:

Suite No.210, 1935 32 Ave NE

Calgary, AB T2E 7C8

How to Apply

By email:

jobs@legalleafimmigration.ca

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/04/29

Administrative Assistant

Job ID 94F568B09AA26
Web Address <http://NewCanadianWorker.ca/viewjob?jobname=94F568B09AA26>
Company Legal Leaf Immigration Consulting Ltd.
Location Calgary, Alberta
Date Posted From: 2019-04-30 To: 2019-10-27
Job Type: Full-time Category: Office
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Job Board Posting

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

Date Printed: 2024/04/29

Administrative Assistant

Job ID	47C813852810B
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=47C813852810B
Company	Legal Leaf Immigration Consulting Ltd.
Location	Calgary, Alberta
Date Posted	From: 2019-04-30 To: 2019-10-27
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$25.00 Hourly For 30 Hours Per Week
Languages	English

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