

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.

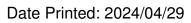
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief 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**





## Administrative Assistant

Job ID Web Address Company Location **Date Posted** Job Job Start Date Job Salary

93-93-37-CA-8E-24

https://careers.indigenous.link/viewjob?jobname=93-93-37-CA-8E-24 Legal Leaf Immigration Consulting Ltd. Calgary, Alberta From: 2019-04-30 To: 2019-10-27 Type: Full-time Category: Office As soon as possible \$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**

Date Printed: 2024/04/29



# **Administrative Assistant**

#### 94F568B09AA26

Job ID Web Address Company Location Date Posted Job Job Start Date Job Salary Languages

http://NewCanadianWorker.ca/viewjob?jobname=94F568B09AA26 Legal Leaf Immigration Consulting Ltd. Calgary, Alberta From: 2019-04-30 To: 2019-10-27 Type: Full-time Category: Office As soon as possible \$25.00 Hourly For 30 Hours Per Week 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.

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## Other

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# How to Apply

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# **Job Board Posting**

Date Printed: 2024/04/29

# **Administrative Assistant**

#### 47C813852810B

Job ID Web Address Company Location Date Posted Job Job Start Date Job Salary Languages

http://NoExperienceNeeded.ca/viewjob?jobname=47C813852810B Legal Leaf Immigration Consulting Ltd. Calgary, Alberta From: 2019-04-30 To: 2019-10-27 Type: Full-time Category: Office As soon as possible \$25.00 Hourly For 30 Hours Per Week 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.

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