



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: 2024/05/07

Office Administrative Assistant (NOC:1241)

Job ID	94-7A-C1-BA-12-99	
Web Address	https://careers.indigenous.link/viewjob?jobname=94-7A-C1-BA-12-99	
Company	Vaishali Enterprises Inc O/A Murrayville Animal Hospital	
Location	Langley, British Columbia	
Date Posted	From: 2019-04-25	To: 2019-10-22
Job	Type: Full-time	Category: Health Care
Job Start Date	As soon as possible	
Job Salary	\$23.00/ Hour For 30-40 Hours / Week	
Languages	English	

Description

Vacancies:

1

Marketed to:

Youth, Visible minorities, Indigenous people, Newcomers to Canada, Apprentices

Terms of employment:

Morning, Day, Evening, Weekend

SKILLS

Transportation/Travel Information:

Own transportation

Work Conditions and Physical Capabilities:

Fast-paced environment, Attention to detail

Business Equipment and Computer Applications:

MS Excel, MS Office

Specific Skills:

Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Compile data, statistics and other information, Order office supplies and maintain inventory, Greet people and direct them to contacts or service areas, 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

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

Ability to multitask, Flexibility, Client focus, Organized, Team player, Accurate

Other

Job Location:

#203, 22259 - 48 Ave

Langley, BC V3A 8T1

How to Apply

By mail:

#203, 22259 - 48 Ave

Langley, BC V3A 8T1

By email:

virender.ahlawat@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/07

Office Administrative Assistant (NOC:1241)

Job ID	DD5072A796E1E
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=DD5072A796E1E
Company	Vaishali Enterprises Inc O/A Murrayville Animal Hospital
Location	Langley, British Columbia
Date Posted	From: 2019-04-25 To: 2019-10-22
Job	Type: Full-time Category: Health Care
Job Start Date	As soon as possible
Job Salary	\$23.00/ Hour For 30-40 Hours / Week
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Langley, BC V3A 8T1

By email:

virender.ahlawat@gmail.com

Job Board Posting

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

Date Printed: 2024/05/07

Office Administrative Assistant (NOC:1241)

Job ID	CFC0299BCE16D	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=CFC0299BCE16D	
Company	Vaishali Enterprises Inc O/A Murrayville Animal Hospital	
Location	Langley, British Columbia	
Date Posted	From: 2019-04-25	To: 2019-10-22
Job	Type: Full-time	Category: Health Care
Job Start Date	As soon as possible	
Job Salary	\$23.00/ Hour For 30-40 Hours / Week	
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