



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: 2024/05/05

Office Co-ordinator (1)

Job ID	94-BF-FF-CF-2E-CD	
Web Address	https://careers.indigenous.link/viewjob?jobname=94-BF-FF-CF-2E-CD	
Company	Pro Personnel Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2019-03-16	To: 2019-09-12
Job	Type: Full-time	Category: Human Resources
Job Start Date	As soon as possible	
Job Salary	Wages: \$ 23.56 â€“ \$ 24.50 Per Hour For 35-40 Hours	
Languages	English	

Description

Location: 6315 Netherhart Road, Mississauga, ON, L5T 1A2

Terms of employment: Permanent Full time

Person is required to perform following duties:

â€¢ Distribute work to workforce and make sure that contracts are finished on time by setting goals and deadlines for the employees.

â€¢ Collect orders over phone and in person from clients.

â€¢ Coordinate office admin activities and implement company procedures and policies. Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as work productivity.

â€¢ Order office supplies, oversee equipment maintenance and new equipment orders. Maintain inventory and cost control procedures.

â€¢ Consult owners on budgeting and prepare office budgeting, coordinate works related to new and under process projects, involve in planning with owners.

â€¢ Maintain data and prepare reports.

â€¢ Coordinate work performance review of the employees.

â€¢ Monitor the facility to ensure that it remains safe, secure, and well-maintained

Education Requirements

Completion of Secondary School

How to Apply

Contact: hr.propersonnel@outlook.com

Job Board Posting

Date Printed: 2024/05/05

Office Co-ordinator (1)

Job ID	C92F15B25E240	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=C92F15B25E240	
Company	Pro Personnel Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2019-03-16	To: 2019-09-12
Job	Type: Full-time	Category: Human Resources
Job Start Date	As soon as possible	
Job Salary	Wages: \$ 23.56 â€“ \$ 24.50 Per Hour For 35-40 Hours	
Languages	English	

Description

Location: 6315 Netherhart Road, Mississauga, ON, L5T 1A2

Terms of employment: Permanent Full time

Person is required to perform following duties:

- â€¢ Distribute work to workforce and make sure that contracts are finished on time by setting goals and deadlines for the employees.
- â€¢ Collect orders over phone and in person from clients.
- â€¢ Coordinate office admin activities and implement company procedures and policies. Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as work productivity.
- â€¢ Order office supplies, oversee equipment maintenance and new equipment orders. Maintain inventory and cost control procedures.
- â€¢ Consult owners on budgeting and prepare office budgeting, coordinate works related to new and under process projects, involve in planning with owners.
- â€¢ Maintain data and prepare reports.
- â€¢ Coordinate work performance review of the employees.
- â€¢ Monitor the facility to ensure that it remains safe, secure, and well-maintained

Education Requirements

Completion of Secondary School

How to Apply

Contact: hr.propersonnel@outlook.com

Job Board Posting

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

Date Printed: 2024/05/05

Office Co-ordinator (1)

Job ID	D955AA8FAF6E9	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=D955AA8FAF6E9	
Company	Pro Personnel Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2019-03-16	To: 2019-09-12
Job	Type: Full-time	Category: Human Resources
Job Start Date	As soon as possible	
Job Salary	Wages: \$ 23.56 â€“ \$ 24.50 Per Hour For 35-40 Hours	
Languages	English	

Description

Location: 6315 Netherhart Road, Mississauga, ON, L5T 1A2

Terms of employment: Permanent Full time

Person is required to perform following duties:

- â€¢ Distribute work to workforce and make sure that contracts are finished on time by setting goals and deadlines for the employees.
- â€¢ Collect orders over phone and in person from clients.
- â€¢ Coordinate office admin activities and implement company procedures and policies. Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as work productivity.
- â€¢ Order office supplies, oversee equipment maintenance and new equipment orders. Maintain inventory and cost control procedures.
- â€¢ Consult owners on budgeting and prepare office budgeting, coordinate works related to new and under process projects, involve in planning with owners.
- â€¢ Maintain data and prepare reports.
- â€¢ Coordinate work performance review of the employees.
- â€¢ Monitor the facility to ensure that it remains safe, secure, and well-maintained

Education Requirements

Completion of Secondary School

How to Apply

Contact: hr.propersonnel@outlook.com