

# 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.

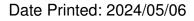
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief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





#### Administrative Assistant (NOC 13110)

Job ID	97-8D-A4-0F-7C-9E		
Web Address	https://careers.indigenous.link/viewjob?jobname=97-8D-A4-0F-7C-9E		
Company	642715 Alberta Ltd O/a Chestermere Bottle Depot		
Location	Chestermere, Alberta		
Date Posted	From: 2023-03-24	To: 2023-09-20	
Job	Type: Full-time	Category: Office	
Job Start Date	As soon as possible		
Job Salary	\$26.41/ Hour For 35 Hours / Week		
Languages	English		

#### Description

Vacancies: 1 Terms of employment: Permanent, Full time, Day Job requirements Business Equipment and Computer Applications MS Office, Electronic mail Tasks

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, 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, Type and proofread correspondence, forms and other documents

#### Experience

1 year to less than 2 years

#### Education Requirements

Secondary (high) school graduation certificate
Other

Business and Job location: 101-206 Marina Dr Chestermere, AB T1X 0A5

How to Apply By email kamaljitkhamba@gmail.com

## **Job Board Posting**

Date Printed: 2024/05/06



#### Administrative Assistant (NOC 13110)

Job ID	DF85ACCCEF33E		
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=DF85ACCCEF33E		
Company	642715 Alberta Ltd O/a Chestermere Bottle Depot		
Location	Chestermere, Alberta		
Date Posted	From: 2023-03-24	To: 2023-09-20	
Job	Type: Full-time	Category: Office	
Job Start Date	As soon as possible		
Job Salary	\$26.41/ Hour For 35 Hours / Week		
Languages	English		

#### Description

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#### Experience

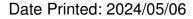
1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate Other Business and Job location: 101-206 Marina Dr Chestermere, AB T1X 0A5

How to Apply By email kamaljitkhamba@gmail.com

## **Job Board Posting**



### NoExperienceNeeded.ca

your place for a first step or a fresh start

#### Administrative Assistant (NOC 13110)

Job ID	DD943BD416D8A		
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=DD943BD416D8A		
Company	642715 Alberta Ltd O/a Chestermere Bottle Depot		
Location	Chestermere, Alberta		
Date Posted	From: 2023-03-24	To: 2023-09-20	
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