



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: 2024/05/06

Administrative Assistant

Job ID	97-9D-A4-AC-A8-C5	
Web Address	https://careers.indigenous.link/viewjob?jobname=97-9D-A4-AC-A8-C5	
Company	Woodcraft Kitchen Cabinets (2005) Ltd.	
Location	Calgary, Alberta	
Date Posted	From: 2019-02-22	To: 2019-08-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00 Hourly For 32 Hours Per Week	
Languages	English	

Description

Vacancies

02

Terms of employment

Permanent, Full- time

Employment conditions

Morning, Day, Evening, Weekend

Security and Safety

Basic security clearance, Criminal record check

Personal Suitability

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

Experience

7 months to less than 1 year

Education Requirements

Secondary (high) school graduation certificate

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, Greet people and direct them to contacts or service areas, Arrange travel, related itineraries and make reservations, 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

Work Conditions and Physical Capabilities:

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

Other

Job Location

3651 23 Street NE

Calgary, AB T2E 6T2

How to Apply

By email:

info@woodcraftkc.com

Job Board Posting

Date Printed: 2024/05/06

Administrative Assistant

Job ID	51BC8674D05B1	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=51BC8674D05B1	
Company	Woodcraft Kitchen Cabinets (2005) Ltd.	
Location	Calgary, Alberta	
Date Posted	From: 2019-02-22	To: 2019-08-21
Job	Type: Full-time	Category: Office
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info@woodcraftkc.com

Job Board Posting

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

Date Printed: 2024/05/06

Administrative Assistant

Job ID	981804A286840
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=981804A286840
Company	Woodcraft Kitchen Cabinets (2005) Ltd.
Location	Calgary, Alberta
Date Posted	From: 2019-02-22 To: 2019-08-21
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$25.00 Hourly For 32 Hours Per Week
Languages	English

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