



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/29

Administrative Assistant

Job ID	97-CA-56-77-43-CB	
Web Address	https://careers.indigenous.link/viewjob?jobname=97-CA-56-77-43-CB	
Company	Farm Credit Canada	
Location	Regina, Saskatchewan	
Date Posted	From: 2022-11-23	To: 2022-11-30
Job	Type: Full-time	Category: Office
Languages	English	

Description

Job requisition ID: R-1004399

Locations: Regina, Saskatchewan

Time type: Full time

Closing Date : November 30, 2022

Worker Type: Short-Term (Fixed Term)

Language(s) Required: English

Term Duration (in months): 5

Passion for administration required

Provide administrative assistance to a team of people who need help to accomplish great things. Organize and prepare budget submissions, schedule meetings, and provide technical administrative support.

What you'll do:

- Provide administrative support to a variety of projects and programs
- Manage and track the team's budgets
- Process invoices and expense claims
- Schedule and organize internal meetings and events

What we're looking for:

- Organized and detailed multi-tasker
- Strong communicator who values teamwork, initiative and accountability
- Self-starter with a strong desire to learn and grow

What you'll need:

- Specialized administration and software training plus at least three years of related admin experience (or equivalent combination of education and experience)

How to Apply

Click "Apply Now"