



# 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: 2024/05/09

## Administrative Assistant (NOC 13110)

|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>9E-11-A8-93-82-21</b>  |                          |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=9E-11-A8-93-82-21">https://careers.indigenous.link/viewjob?jobname=9E-11-A8-93-82-21</a> |                          |
| <b>Company</b>        | KZ Transport Ltd.   |                          |
| <b>Location</b>       | Edmonton, Alberta   |                          |
| <b>Date Posted</b>    | From: 2024-03-11  | To: 2024-09-07           |
| <b>Job</b>            | Type: Full-time   | Category: Transportation |
| <b>Job Start Date</b> | As soon as possible   |                          |
| <b>Job Salary</b>     | \$25.64/hour For 40 Hours Per Week  |                          |
| <b>Languages</b>      | English   |                          |

### Description

Vacancy: 1

Other benefits: Available parking and available parking

Terms of Employment: Permanent, Full-Time, Day, Morning, On-call

Employment groups: Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada.

Employment location: 1508- 151 Ave. NW, Edmonton, Alberta, T5Y 3T4

#### SKILLS:

Work Conditions and Physical Capabilities: Ability to work independently Fast-paced environment Work under pressure; Tight deadlines Attention to detail Repetitive tasks; Work with minimal supervision.

Budgetary responsibility: 0 - \$100,000

Personal Suitability: Ability to multitask Flexibility; Organized Team player; Accurate; Client focus; Reliability; Time management; Adaptability; Dependability

Transportation/travel information: Public Transportation is available; Valid Driver's License

Computer and technology knowledge: MS Excel; MS Outlook; Electronic mail

Security and Safety: Criminal Record Check

Area of specialization: Reports and records

Intended job posting audience:

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

### Experience

1 year to less than 2 years

### Credentials

Driving License

### Education Requirements

Secondary (high) school graduation certificate OR Equivalent Experience

### Essential Skills

Establish and implement policies and procedures Train, direct and motivate staff; Assign, co-ordinate and review projects and programs; Determine and establish office procedures and routines; Plan, develop and implement recruitment strategies; Answer telephone and relay telephone calls and messages; Answer electronic enquiries; Compile data, statistics and other information; Respond to employee questions and complaints; Order office supplies and maintain inventory; Plan, organize, direct, control and evaluate daily operations; Arrange travel, related itineraries and make reservations; 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; Provide customer service.

### Work Environment

Transportation Industry

### How to Apply

By Email: [mainkztransport@gmail.com](mailto:mainkztransport@gmail.com)

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| <b>Job ID</b>         | <b>NCW001120</b>  |                          |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=NCW001120">http://NewCanadianWorker.ca/viewjob?jobname=NCW001120</a> |                          |
| <b>Company</b>        | KZ Transport Ltd.   |                          |
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