



# 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: 2024/05/04

## Administrative Assistant

<b>Job ID</b>	<b>A1-57-9A-CD-5A-6D</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A1-57-9A-CD-5A-6D">https://careers.indigenous.link/viewjob?jobname=A1-57-9A-CD-5A-6D</a>	
<b>Company</b>	Asian Legend	
<b>Location</b>	Markham, Ontario	
<b>Date Posted</b>	From: 2018-07-31	To: 2019-01-27
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22.50 Hourly For 35 Hours Per Week	
<b>Languages</b>	English	

### Description

Asian Legend is a Chinese restaurant with eight locations in the Greater Toronto Area and one location in St. Catharines. Asian Legend is specialized in traditional Northern dim sum and stir fry. We are located at 900 Denison St., Markham, Ontario, L3R 3K5.

Terms of Employment:

Permanent Full-Time

### Experience

- 1 year to less than 2 years of related work experience

### Education Requirements

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### Essential Skills

Arrange and co-ordinate seminars, conferences, etc., 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, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Prepare reports, Establish work priorities and ensure procedures are followed and deadlines are met

### Additional Skills

- Excellent oral communication, Accurate, Team player, Organized, Excellent written communication

### How to Apply

If you're interested in this opportunity, please email your cover letter and resume (2 pages) to [bryan@asianlegend.ca](mailto:bryan@asianlegend.ca).

# Job Board Posting

Date Printed: 2024/05/04

## Administrative Assistant

<b>Job ID</b>	<b>042EAF1FF42EB</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=042EAF1FF42EB">http://NewCanadianWorker.ca/viewjob?jobname=042EAF1FF42EB</a>	
<b>Company</b>	Asian Legend	
<b>Location</b>	Markham, Ontario	
<b>Date Posted</b>	From: 2018-07-31	To: 2019-01-27
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# Job Board Posting

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

Date Printed: 2024/05/04

## Administrative Assistant

<b>Job ID</b>	<b>2BB82BB970232</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=2BB82BB970232">http://NoExperienceNeeded.ca/viewjob?jobname=2BB82BB970232</a>	
<b>Company</b>	Asian Legend	
<b>Location</b>	Markham, Ontario	
<b>Date Posted</b>	From: 2018-07-31	To: 2019-01-27
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