



# 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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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

## Administrative Assistant - Office (NOC 1241)

<b>Job ID</b>	<b>A3-36-E4-D1-A5-54</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A3-36-E4-D1-A5-54">https://careers.indigenous.link/viewjob?jobname=A3-36-E4-D1-A5-54</a>	
<b>Company</b>	Chatham Motel	
<b>Location</b>	Chatham, Ontario	
<b>Date Posted</b>	From: 2023-02-05	To: 2023-08-04
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As Soon As Possible	
<b>Job Salary</b>	\$25/hr, 40hrs/weeks	
<b>Languages</b>	English	

### Description

Two permanent full-time position of Administrative Assistant - Office (NOC 1241) is available at Chatham Motel located at 658 Grand Avenue East Chatham, Ontario N7L 1X6

Main duties to be completed as per lead statement of NOC (1241):

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations
- May compile data, statistics, and other information to support research activities
- May supervise and train office staff in procedures and in use of current software
- May organize conferences.

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### Essential Skills

Ability to multitask, Accurate, Client focus, Excellent oral communication, Excellent written communication, Flexibility, Organized, Reliability, Team player.

### Additional Skills

MS Excel, MS Office, MS PowerPoint, MS Word, MS Windows

Correspondence, Reports and records, Invoices, Charts, tables, graphs and diagrams

**How to Apply**

ajazalishah@hotmail.com

# Job Board Posting

Date Printed: 2024/05/05

## Administrative Assistant - Office (NOC 1241)

<b>Job ID</b>	<b>C76D42AD862BE</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=C76D42AD862BE">http://NewCanadianWorker.ca/viewjob?jobname=C76D42AD862BE</a>	
<b>Company</b>	Chatham Motel	
<b>Location</b>	Chatham, Ontario	
<b>Date Posted</b>	From: 2023-02-05	To: 2023-08-04
<b>Job</b>	Type: Full-time	Category: Office
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ajazalishah@hotmail.com

# Job Board Posting

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

Date Printed: 2024/05/05

## Administrative Assistant - Office (NOC 1241)

<b>Job ID</b>	<b>2F0EC5CD343F5</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=2F0EC5CD343F5">http://NoExperienceNeeded.ca/viewjob?jobname=2F0EC5CD343F5</a>	
<b>Company</b>	Chatham Motel	
<b>Location</b>	Chatham, Ontario	
<b>Date Posted</b>	From: 2023-02-05	To: 2023-08-04
<b>Job</b>	Type: Full-time	Category: Office
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