



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: 2024/05/04

Administrative Assistant

Job ID	A8-B3-33-B1-CA-55	
Web Address	https://careers.indigenous.link/viewjob?jobname=A8-B3-33-B1-CA-55	
Company	Nord-Deck Transport Inc	
Location	Brampton, Ontario	
Date Posted	From: 2019-10-29	To: 2020-04-26
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30/ hour	
Languages	English	

Description

Job responsibilities include:

- Reply to telephone and electronic enquiries and dispatch telephone calls and messages;
- Establish and regulate office procedures;
- Schedule and confirm appointments of employer;
- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions;
- Schedule and confirm appointments with the clients;
- Maintain inventory control and order office supplies when needed;
- Set up and maintain a safe filing systems;
- Greet and welcome clients and direct them to the designated person;
- Supervise and train newly hired staff in procedures and software;
- Maintain workflow by studying methods, implementing cost reduction, and developing reporting procedures;
- Type and proofread correspondence, forms and other documents when needed;
- Sort, process and verify application, receipts;
- Provide general information to clients according to their profiles;
- Produce and distribute correspondence memos, letters, faxes and forms.

Terms: Permanent, full-time position with flexible working hours

Experience

A minimum of 1-2 years of relevant experience is required

Education Requirements

Completion of secondary school is required. Completion of post-secondary education will be considered an asset

Essential Skills

Additional Skills

Team player, organization skills, client focused, reliable, flexible, accurate with documenting, excellent written and oral communication and etc

Other

Qualified Canadian/PR including students, veterans, people with disabilities, indigenous People, newcomers to Canada and seniors are welcome to apply.

How to Apply

Interested candidates may submit their resume at norddecktransportjobs@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

Administrative Assistant

Job ID	0FB014EDD0A5F	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=0FB014EDD0A5F	
Company	Nord-Deck Transport Inc	
Location	Brampton, Ontario	
Date Posted	From: 2019-10-29	To: 2020-04-26
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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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

Job ID	84B998C2F3868	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=84B998C2F3868	
Company	Nord-Deck Transport Inc	
Location	Brampton, Ontario	
Date Posted	From: 2019-10-29	To: 2020-04-26
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30/ hour	
Languages	English	

Description

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