



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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

Administrative Assistant

Job ID	ADMIN001006-2556	
Web Address	https://careers.indigenous.link/viewjob?jobname=ADMIN001006-2556	
Company	CanuckPlace	
Location	Vancouver, BC V6H	
Date Posted	From: 2022-04-18	To: 2050-01-01
Job	Type: Full-time	Category: Healthcare

Description

Category: Assistant
Location: Granville Office

The Administrative Assistant will be based on site at the Granville office in Vancouver. They will be required to provide coverage on site and virtually, as required at the Vancouver Hospice location and the Abbotsford Hospice location to support the administration team to ensure time off and breaks can be taken. As such, this role is the first point of contact for any individual, ensuring that they feel comfortable, safe, and cared for regardless of the reason for their visit. A high degree of professionalism, compassion and ability to act as a positive ambassador for the organization is crucial. This role will provide reception coverage and provides administrative support to the entire Granville team and across the organization as required. For more information on this and other jobs, please visit our Careers page

For more information, visit CanuckPlace for Administrative Assistant