



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: 2024/05/03

Administrative Assistant (1)

Job ID	B0-3A-0D-46-7C-9D	
Web Address	https://careers.indigenous.link/viewjob?jobname=B0-3A-0D-46-7C-9D	
Company	2179596 Ontario Inc. O/a Travelodge Toronto East	
Location	Scarborough, Ontario	
Date Posted	From: 2019-07-10	To: 2020-01-06
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$ 22.30 - 23.50 Per Hour For 35 - 40hours Per Week	
Languages	English	

Description

Work Location: 20 Milner Business Court, Scarborough, ON M1B 3M6

Terms of employment: Full time, Permanent

Job duties:

- Use computers for various applications, such as database management or word processing.
- Answer telephones and e-mails inquiries and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents.
- Greet visitors and handle their inquiries or direct them to the appropriate persons according to their needs
- Schedule and confirm appointments for clients, customers, or supervisors.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Order and dispense office supplies, maintain inventory
- Arrange and confirm conference or meeting for employer.
- Supervise other clerical staff and provide training and orientation to new staff.

Experience

6-12 months experience in office setup.

Education Requirements

Completion of Secondary School is required

How to Apply

Contact: hr.travelodge@gmail.com

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/05/03

Administrative Assistant (1)

Job ID	39E442DE905E8		
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=39E442DE905E8		
Company	2179596 Ontario Inc. O/a Travelodge Toronto East		
Location	Scarborough, Ontario		
Date Posted	From: 2019-07-10	To: 2020-01-06	
Job	Type: Full-time	Category: Office	
Job Start Date	As soon as possible		
Job Salary	\$ 22.30 â€“ 23.50 Per Hour For 35 - 40hours Per Week		
Languages	English		

Description

Work Location: 20 Milner Business Court, Scarborough, ON M1B 3M6

Terms of employment: Full time, Permanent

Job duties:

- â€¢ Use computers for various applications, such as database management or word processing.
- â€¢ Answer telephones and e-mails inquiries and give information to callers, take messages, or transfer calls to appropriate individuals.
- â€¢ Create, maintain, and enter information into databases.
- â€¢ Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents.
- â€¢ Greet visitors and handle their inquiries or direct them to the appropriate persons according to their needs
- â€¢ Schedule and confirm appointments for clients, customers, or supervisors.
- â€¢ Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- â€¢ Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- â€¢ Order and dispense office supplies, maintain inventory
- â€¢ Arrange and confirm conference or meeting for employer.
- â€¢ Supervise other clerical staff and provide training and orientation to new staff.

Experience

6-12 months experience in office setup.

Education Requirements

Completion of Secondary School is required

How to Apply

Contact: hr.travelodge@gmail.com

Job Board Posting

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

Date Printed: 2024/05/03

Administrative Assistant (1)

Job ID	74EA02F223963	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=74EA02F223963	
Company	2179596 Ontario Inc. O/a Travelodge Toronto East	
Location	Scarborough, Ontario	
Date Posted	From: 2019-07-10	To: 2020-01-06
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$ 22.30 - 23.50 Per Hour For 35 - 40hours Per Week	
Languages	English	

Description

Work Location: 20 Milner Business Court, Scarborough, ON M1B 3M6

Terms of employment: Full time, Permanent

Job duties:

- Use computers for various applications, such as database management or word processing.
- Answer telephones and e-mails inquiries and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents.
- Greet visitors and handle their inquiries or direct them to the appropriate persons according to their needs
- Schedule and confirm appointments for clients, customers, or supervisors.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Order and dispense office supplies, maintain inventory
- Arrange and confirm conference or meeting for employer.
- Supervise other clerical staff and provide training and orientation to new staff.

Experience

6-12 months experience in office setup.

Education Requirements

Completion of Secondary School is required

How to Apply

Contact: hr.travelodge@gmail.com