



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: 2024/04/28

Administrative Assistant

Job ID	B0-FC-93-A3-93-5C	
Web Address	https://careers.indigenous.link/viewjob?jobname=B0-FC-93-A3-93-5C	
Company	Bellson Lighting Ltd	
Location	Surrey, British Columbia	
Date Posted	From: 2019-05-07	To: 2019-11-03
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23.00/hr	
Languages	English	

Description

The successful candidate will be responsible for:

- First and foremost, provide excellent customer service to our internal team, managing phone calls from our sales and service people in the field.
- Writing and maintaining invoices, proofread correspondence.
- Coordinating delivery and taking payment for orders.
- Determine and establish office procedures.
- Maintain manual and computerized information filing systems.
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person.
- Compile data, statistics and other information to analyze performance.
- Assist in day to day office activities.
- Order work supplies and maintain inventory for the uninterrupted flow of work.
- Co-ordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings of employer.
- Record and prepare minutes of meetings.
- Maintain positive and friendly communication with our customers and coworkers

Experience

Minimum one-year experience as Administrative Assistant

Education Requirements

Secondary school or equivalent.

Additional Skills

Must have strong organizational skills, and attention to detail.

- Must be proficient in Microsoft Office (primarily Word, Excel, PowerPoint).
- Be passionate about customer service excellence.
- Must be able to take direction and be a quick learner

How to Apply

By Email: belsonlightinghire@gmail.com

Job Board Posting

Date Printed: 2024/04/28

Administrative Assistant

Job ID	A0D9E0ADC31B8	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=A0D9E0ADC31B8	
Company	Bellson Lighting Ltd	
Location	Surrey, British Columbia	
Date Posted	From: 2019-05-07	To: 2019-11-03
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23.00/hr	
Languages	English	

Description

The successful candidate will be responsible for:

- First and foremost, provide excellent customer service to our internal team, managing phone calls from our sales and service people in the field.
- Writing and maintaining invoices, proofread correspondence.
- Coordinating delivery and taking payment for orders.
- Determine and establish office procedures.
- Maintain manual and computerized information filing systems.
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person.
- Compile data, statistics and other information to analyze performance.
- Assist in day to day office activities.
- Order work supplies and maintain inventory for the uninterrupted flow of work.
- Co-ordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings of employer.
- Record and prepare minutes of meetings.
- Maintain positive and friendly communication with our customers and coworkers

Experience

Minimum one-year experience as Administrative Assistant

Education Requirements

Secondary school or equivalent.

Additional Skills

Must have strong organizational skills, and attention to detail.

- Must be proficient in Microsoft Office (primarily Word, Excel, PowerPoint).
- Be passionate about customer service excellence.
- Must be able to take direction and be a quick learner

How to Apply

By Email: belsonlightinghire@gmail.com

Job Board Posting

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

Date Printed: 2024/04/28

Administrative Assistant

Job ID	CB57C369F38EE	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=CB57C369F38EE	
Company	Bellson Lighting Ltd	
Location	Surrey, British Columbia	
Date Posted	From: 2019-05-07	To: 2019-11-03
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23.00/hr	
Languages	English	

Description

The successful candidate will be responsible for:

- First and foremost, provide excellent customer service to our internal team, managing phone calls from our sales and service people in the field.
- Writing and maintaining invoices, proofread correspondence.
- Coordinating delivery and taking payment for orders.
- Determine and establish office procedures.
- Maintain manual and computerized information filing systems.
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person.
- Compile data, statistics and other information to analyze performance.
- Assist in day to day office activities.
- Order work supplies and maintain inventory for the uninterrupted flow of work.
- Co-ordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings of employer.
- Record and prepare minutes of meetings.
- Maintain positive and friendly communication with our customers and coworkers

Experience

Minimum one-year experience as Administrative Assistant

Education Requirements

Secondary school or equivalent.

Additional Skills

Must have strong organizational skills, and attention to detail.

- Must be proficient in Microsoft Office (primarily Word, Excel, PowerPoint).
- Be passionate about customer service excellence.
- Must be able to take direction and be a quick learner

How to Apply

By Email: belsonlightinghire@gmail.com