



# 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: 2024/05/06

## Office Manager

<b>Job ID</b>	<b>B4-C5-64-56-A4-C7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B4-C5-64-56-A4-C7">https://careers.indigenous.link/viewjob?jobname=B4-C5-64-56-A4-C7</a>	
<b>Company</b>	Sunshine Cabinets & Woodworks Ltd.	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2018-06-15	To: 2018-12-12
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$23.50/Hourly	
<b>Languages</b>	English	

### Description

Job Type: Full-Time, Permanent  
Minimum Education: Bachelor's Degree  
Positions Available: 1  
Job Location(s)  
8288 124 Street  
Surrey, British Columbia  
V3W 3X9 Canada  
Job Description  
Manage day to day working of office.  
Supervise operations and employees.  
Oversee the functioning of the work shop.  
Overlook maintenance of inventory.  
Overlook accounting and book keeping.  
Handle customer complaints and authorize discount and refunds.  
Prepare monthly progress and business reports.  
Supervise collections.  
Everyone including Aboriginal peoples, new immigrants and youths are invited to apply for this job.

### How to Apply

Contact: Pravjot Deol  
Phone: 778-228-0567  
Email: [suncab@sunshinecabinets.ca](mailto:suncab@sunshinecabinets.ca)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/06

## Office Manager

<b>Job ID</b>	<b>9876084A18857</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=9876084A18857">http://NewCanadianWorker.ca/viewjob?jobname=9876084A18857</a>	
<b>Company</b>	Sunshine Cabinets & Woodworks Ltd.	
<b>Location</b>	Surrey, British Columbia	
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# Job Board Posting

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

Date Printed: 2024/05/06

## Office Manager

<b>Job ID</b>	<b>2426CE9BFE8AB</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=2426CE9BFE8AB">http://NoExperienceNeeded.ca/viewjob?jobname=2426CE9BFE8AB</a>	
<b>Company</b>	Sunshine Cabinets & Woodworks Ltd.	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2018-06-15	To: 2018-12-12
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