



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: 2024/05/17

Receptionist (NOC 14101)

Job ID	B8-06-8F-F6-3B-C1	
Web Address	https://careers.indigenous.link/viewjob?jobname=B8-06-8F-F6-3B-C1	
Company	Summerlea International Care Home Inc. O/a Summerlea International Care Home	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-17	To: 2024-10-14
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	As soon as possible	
Job Salary	\$18.50 / Hour For 32 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Tasks

Greet people and direct them to contacts or service areas,

Provide basic information to clients and the public,

Order office supplies,

Schedule and confirm appointments,

Maintain work records and logs,

Answer telephone and relay telephone calls and messages,

Receive and issue payments

Work Conditions and physical capabilities

Fast paced environment, Work under pressure, Sitting

Experience

Will train

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: 9211-177 A Street NW Edmonton, AB T5T 3H1

How to Apply

By email

jobs.summerleainternational@yahoo.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/17

Receptionist (NOC 14101)

Job ID	BE301FEA64CB6	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=BE301FEA64CB6	
Company	Summerlea International Care Home Inc. O/a Summerlea International Care Home	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-17	To: 2024-10-14
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	As soon as possible	
Job Salary	\$18.50 / Hour For 32 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Tasks

Greet people and direct them to contacts or service areas,

Provide basic information to clients and the public,

Order office supplies,

Schedule and confirm appointments,

Maintain work records and logs,

Answer telephone and relay telephone calls and messages,

Receive and issue payments

Work Conditions and physical capabilities

Fast paced environment, Work under pressure, Sitting

Experience

Will train

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: 9211-177 A Street NW Edmonton, AB T5T 3H1

How to Apply

By email

jobs.summerleainternational@yahoo.com

Job Board Posting

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

Date Printed: 2024/05/17

Receptionist (NOC 14101)

Job ID	D1B79DF8FA52C	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=D1B79DF8FA52C	
Company	Summerlea International Care Home Inc. O/a Summerlea International Care Home	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-17	To: 2024-10-14
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	As soon as possible	
Job Salary	\$18.50 / Hour For 32 Hours / Week	
Languages	English	

Description

Vacancies: 1
Terms of employment: Permanent, Full time, Day
Job requirements
Tasks
Greet people and direct them to contacts or service areas,
Provide basic information to clients and the public,
Order office supplies,
Schedule and confirm appointments,
Maintain work records and logs,
Answer telephone and relay telephone calls and messages,
Receive and issue payments
Work Conditions and physical capabilities
Fast paced environment, Work under pressure, Sitting

Experience

Will train

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: 9211-177 A Street NW Edmonton, AB T5T 3H1

How to Apply

By email
jobs.summerleainternational@yahoo.com