



# 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

|                       |   |                  |
|-----------------------|---|------------------|
| <b>Job ID</b>         | <b>B9-F4-66-30-45-9C</b>  |                  |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=B9-F4-66-30-45-9C">https://careers.indigenous.link/viewjob?jobname=B9-F4-66-30-45-9C</a> |                  |
| <b>Company</b>        | Dominos Pizza NS Co   |                  |
| <b>Location</b>       | Cambridge, Ontario  |                  |
| <b>Date Posted</b>    | From: 2019-06-28  | To: 2019-12-25   |
| <b>Job</b>            | Type: Full-time   | Category: Office |
| <b>Job Start Date</b> | As soon as possible   |                  |
| <b>Job Salary</b>     | \$22.83/hour for 40 to 48 hrs/week  |                  |
| <b>Languages</b>      | English   |                  |

### Description

Dominos Pizza NS Co located at 490 Pinebush Rd Unit 2, Cambridge, Ontario urgently require an Administrative Assistant to coordinate office procedures and provide services to stores and franchises as required.

Job Type: This is a Permanent, full time position

Overtime will apply after 44 hours per week.

Must be willing to work in shifts when required.

Benefits: RRSP, Disability, Dental & medical benefits

### Experience

2-3 years

### Education Requirements

Completion of secondary school. Completion of 1-2 years college program for administrative assistants will be an asset

### Essential Skills

- Prepare and proof read correspondence and reports;
- Process orders and prepare billings;
- Prepare paper work and run pertinent reports for loading and productions;
- Prepare invoices for dispatch to stores;
- Set up and maintain manual and computerized filing system for invoices, reports and other customer related information;
- Answer and route departmental telephone calls and relay messages;
- Receive and resolve customer requests, concerns and complaints;
- Assist with the routing of trucks where essential;
- Process credits for Domino's™ Pizza Stores;
- Coordinate and disseminate company information to the Domino's™ Stores;
- Coordinate credit requests;
- Provide clerical and administrative support to other departments as required;
- Practice safe work practices

### Additional Skills

- Excellent communication and organizational skills;
- Ability to multi-task efficiently;
- Strong knowledge of Microsoft office software;
- Fluency in spoken and written English;
- Strong knowledge of Microsoft office software

### How to Apply

To be considered for this position please email resume to [Canada.resumes@dominos.com](mailto:Canada.resumes@dominos.com)

Strictly no phone calls or personal visits please.

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

## Administrative Assistant

|                       |   |                  |
|-----------------------|---|------------------|
| <b>Job ID</b>         | <b>A2A9C38B6931D</b>  |                  |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=A2A9C38B6931D">http://NewCanadianWorker.ca/viewjob?jobname=A2A9C38B6931D</a> |                  |
| <b>Company</b>        | Dominos Pizza NS Co   |                  |
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# Job Board Posting

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

Date Printed: 2024/05/03

## Administrative Assistant

|                       |   |                  |
|-----------------------|---|------------------|
| <b>Job ID</b>         | <b>5CD812FEC2D94</b>  |                  |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=5CD812FEC2D94">http://NoExperienceNeeded.ca/viewjob?jobname=5CD812FEC2D94</a> |                  |
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