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: 2024/03/29

Office Administrator (NOC: 1221)

Job ID	**BC-1D-EC-2F-7D-59**	
Web Address	https://careers.indigenous.link/viewjob?jobname=BC-1D-EC-2F-7D-59	
Company	Ben & Nittu Transport Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2019-10-22	To: 2020-04-19
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$27.00 / Hour For 40 Hours / Week	
Languages	English	

Description

Vacancies: 1
Terms of employment: Permanent, Full time, Day
Job requirements
Business Equipment and Computer Applications: Electronic mail, MS Office
Specific Skills: Review, evaluate and implement new administrative procedures, Establish work priorities and ensure procedures are followed and deadlines are met, Carry out administrative activities of establishment, Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation, Assist in the preparation of operating budget and maintain inventory and budgetary controls, Oversee and co-ordinate office administrative procedures

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: 15930 121a Avenue, Edmonton, AB T5V 1B5

How to Apply

By email:
jobs.benandnitu@outlook.com

Job Board Posting

Date Printed: 2024/03/29

Office Administrator (NOC: 1221)

Job ID	**27B52C97F9C61**	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=27B52C97F9C61	
Company	Ben & Nittu Transport Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2019-10-22	To: 2020-04-19
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$27.00 / Hour For 40 Hours / Week	
Languages	English	

Description

Vacancies: 1
Terms of employment: Permanent, Full time, Day
Job requirements
Business Equipment and Computer Applications: Electronic mail, MS Office
Specific Skills: Review, evaluate and implement new administrative procedures, Establish work priorities and ensure procedures are followed and deadlines are met, Carry out administrative activities of establishment, Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation, Assist in the preparation of operating budget and maintain inventory and budgetary controls, Oversee and co-ordinate office administrative procedures

Experience

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Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: 15930 121a Avenue, Edmonton, AB T5V 1B5

How to Apply

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jobs.benandnitu@outlook.com

Job Board Posting

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

Date Printed: 2024/03/29

Office Administrator (NOC: 1221)

Job ID	**9F9AD91118EA1**	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=9F9AD91118EA1	
Company	Ben & Nittu Transport Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2019-10-22	To: 2020-04-19
Job	Type: Full-time	Category: Office
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