



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: 2024/04/29

Administrative Assistant

Job ID	BR-GU-VG-09-10-39	
Web Address	https://careers.indigenous.link/viewjob?jobname=BR-GU-VG-09-10-39	
Company	We Move People	
Location	Toronto, Ontario	
Date Posted	From: 2018-06-04	To: 2018-12-01
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.89/hr	
Languages	English	

Description

Administrative Assistant Needed at an Employment Agency

Job type: Full-time, Permanent with Flexible working hours.

Job Duties:

- Reply to telephone and electronic enquiries and dispatch telephone calls and messages
- Establish and regulate office procedures
- Schedule and confirm appointments of employer
- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- Maintain inventory control and order office supplies when needed
- Set up and maintain a safe filing systems
- Greet and welcome visitors and direct them to the designated person
- Supervise and train newly hired staff in procedures and software
- Maintain workflow by studying methods, implementing cost reduction, and developing reporting procedures
- Produce and distribute correspondence memos, letters, faxes and forms.

Qualified Canadians/ permanent residents including new comers to Canada, indigenous groups, seniors, people with disabilities, apprentices, veterans and students are encouraged to apply for the job

Education: completion of secondary education is required. Completion of post-secondary education in related field will be considered as an asset.

Experience: minimum of 1-2 year experience in administration or related field is needed

Interested candidates can apply here: wemovepeople9@gmail.com

How to Apply

Via email: wemovepeople9@gmail.com

Job Board Posting

Date Printed: 2024/04/29

Administrative Assistant

Job ID	NCW00252	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW00252	
Company	We Move People	
Location	Toronto, Ontario	
Date Posted	From: 2018-06-04	To: 2018-12-01
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.89/hr	
Languages	English	

Description

Administrative Assistant Needed at an Employment Agency

Job type: Full-time, Permanent with Flexible working hours.

Job Duties:

- Reply to telephone and electronic enquiries and dispatch telephone calls and messages
- Establish and regulate office procedures
- Schedule and confirm appointments of employer
- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- Maintain inventory control and order office supplies when needed
- Set up and maintain a safe filing systems
- Greet and welcome visitors and direct them to the designated person
- Supervise and train newly hired staff in procedures and software
- Maintain workflow by studying methods, implementing cost reduction, and developing reporting procedures
- Produce and distribute correspondence memos, letters, faxes and forms.

Qualified Canadians/ permanent residents including new comers to Canada, indigenous groups, seniors, people with disabilities, apprentices, veterans and students are encouraged to apply for the job

Education: completion of secondary education is required. Completion of post-secondary education in related field will be considered as an asset.

Experience: minimum of 1-2 year experience in administration or related field is needed

Interested candidates can apply here: wemovepeople9@gmail.com

How to Apply

Via email: wemovepeople9@gmail.com

Job Board Posting

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

Date Printed: 2024/04/29

Administrative Assistant

Job ID	YJKMHXMP10217	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=YJKMHXMP10217	
Company	We Move People	
Location	Toronto, Ontario	
Date Posted	From: 2018-06-04	To: 2018-12-01
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.89/hr	
Languages	English	

Description

Administrative Assistant Needed at an Employment Agency

Job type: Full-time, Permanent with Flexible working hours.

Job Duties:

- â€¢ Reply to telephone and electronic enquiries and dispatch telephone calls and messages
- â€¢ Establish and regulate office procedures
- â€¢ Schedule and confirm appointments of employer
- â€¢ Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- â€¢ Maintain inventory control and order office supplies when needed
- â€¢ Set up and maintain a safe filing systems
- â€¢ Greet and welcome visitors and direct them to the designated person
- â€¢ Supervise and train newly hired staff in procedures and software
- â€¢ Maintain workflow by studying methods, implementing cost reduction, and developing reporting procedures
- â€¢ Produce and distribute correspondence memos, letters, faxes and forms.

Qualified Canadians/ permanent residents including new comers to Canada, indigenous groups, seniors, people with disabilities, apprentices, veterans and students are encouraged to apply for the job

Education: completion of secondary education is required. Completion of post-secondary education in related field will be considered as an asset.

Experience: minimum of 1-2 year experience in administration or related field is needed

Interested candidates can apply here: wemovepeople9@gmail.com

How to Apply

Via email: wemovepeople9@gmail.com