



# 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: 2024/04/27

## Administrative Services Officer

<b>Job ID</b>	<b>C7-46-60-21-07-86</b>		
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=C7-46-60-21-07-86">https://careers.indigenous.link/viewjob?jobname=C7-46-60-21-07-86</a>		
<b>Company</b>	A-One Garage Door		
<b>Location</b>	Richmond Hill, Ontario		
<b>Date Posted</b>	From: 2019-05-07	To: 2019-11-03	
<b>Job</b>	Type: Full-time	Category: Office	
<b>Job Salary</b>	\$24.50 Per Hour For A Minimum Of 30 Hours Per Week		
<b>Languages</b>	Fluency in written and verbal English. Knowledge of foreign language especially Mandarin will be an asset.		

### Description

A-ONE Garage Door located at 45 West Wilmot Street, Unit B10-12, Richmond Hill, Ontario is a leading manufacturer in the garage door industry. A-ONE is committed to offering a wide variety of distinctive designs and helpful selection tools for customers across Canada.

Job Type: Permanent full-time position

We are looking for a permanent full-time Administrative Services Officer to perform the following job duties:

• Plans, coordinates, and participates in providing administrative, technical, and programmatic support in the daily management of areas such as human resources, accounting, budget, purchasing, and/or office management.

• Hub of most office communications: primary contact at reception and phone calls, office mail distribution, conference rooms meeting schedules, greeting guests & serving refreshments.

• Develops and standardizes procedures, work standards, and internal controls to improve and continuously monitor the efficiency and effectiveness of administrative operations, programs, and service delivery methods and procedures.

• Plans, coordinates, organizes, and carries out administrative and technical studies, assignments, and projects; researches, analyzes, and compiles information and data from internal and external sources on topics related to assigned areas of responsibility.

• Coordinates the receipt, processing, and response to public records act requests, complaints, and other requests for information; researches, analyzes, and organizes information; ensures compliance with legal and regulatory requirements.

• Perform other job related duties as required or assigned.

### Experience

1-2 years office administration or project coordination experience

### Education Requirements

Completion of college; Bachelor's degree in business or public administration will be an asset.

### How to Apply

Interested candidates please email resumes to [aonegd.recruitment@gmail.com](mailto:aonegd.recruitment@gmail.com).

# Job Board Posting

Date Printed: 2024/04/27

## Administrative Services Officer

<b>Job ID</b>	<b>35719D119DC4A</b>
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=35719D119DC4A">http://NewCanadianWorker.ca/viewjob?jobname=35719D119DC4A</a>
<b>Company</b>	A-One Garage Door
<b>Location</b>	Richmond Hill, Ontario
<b>Date Posted</b>	From: 2019-05-07 To: 2019-11-03
<b>Job</b>	Type: Full-time Category: Office
<b>Job Salary</b>	\$24.50 Per Hour For A Minimum Of 30 Hours Per Week
<b>Languages</b>	Fluency in written and verbal English. Knowledge of foreign language especially Mandarin will be an asset.

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# Job Board Posting

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

Date Printed: 2024/04/27

## Administrative Services Officer

<b>Job ID</b>	<b>C175CCF85AC4B</b>		
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=C175CCF85AC4B">http://NoExperienceNeeded.ca/viewjob?jobname=C175CCF85AC4B</a>		
<b>Company</b>	A-One Garage Door		
<b>Location</b>	Richmond Hill, Ontario		
<b>Date Posted</b>	From: 2019-05-07	To: 2019-11-03	
<b>Job</b>	Type: Full-time	Category: Office	
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