



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 Secretary (NOC: 1241)

Job ID	C8-AE-7C-F7-32-01	
Web Address	https://careers.indigenous.link/viewjob?jobname=C8-AE-7C-F7-32-01	
Company	Marmara Group Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2018-10-29	To: 2019-04-27
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23.08 / Hour, For 40 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Skills

Security and safety: Criminal record check

Work conditions and physical capabilities: Attention to detail

Business Equipment and Computer Applications: MS Office, MS Word, MS Excel, MS Windows

Specific Skills: Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Greet people and direct them to contacts or service areas

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business Address & Job Location: 17312 -94A Avenue NW, Edmonton, Alberta T5T 4H2

How to Apply

By email

marmararesumes@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/04/29

Administrative Secretary (NOC: 1241)

Job ID	0E07AD3B84CAB	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=0E07AD3B84CAB	
Company	Marmara Group Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2018-10-29	To: 2019-04-27
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23.08 / Hour, For 40 Hours / Week	
Languages	English	

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By email

marmararesumes@gmail.com

Job Board Posting

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

Date Printed: 2024/04/29

Administrative Secretary (NOC: 1241)

Job ID	30ECF3CEBEF66	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=30ECF3CEBEF66	
Company	Marmara Group Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2018-10-29	To: 2019-04-27
Job	Type: Full-time	Category: Office
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