

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.

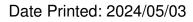
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief 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





Administrative Assistant

Job ID C9-84-08-BF-ED-36 Web Address https://careers.indigenous.link/viewjob?jobname=C9-84-08-BF-ED-36 Company Select Journey Location Calgary, Alberta **Date Posted** From: 2019-07-08 To: 2020-01-04 Job Type: Full-time Category: Office Job Start Date As soon as possible \$25 to \$27 hourly for 32 to 40 hours per week Job Salary Languages English

Description

Vacancies: 1

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate or equivalent experience

Essential Skills

Type and proofread correspondence, forms and other documents; Schedule and confirm appointments; Greet people and direct them to contacts or service areas; Determine and establish office procedures and routines; Arrange and co-ordinate seminars, conferences, etc.; Answer telephone and relay telephone calls and messages; Answer electronic enquiries; Compile data, statistics and other information; Order office supplies and maintain inventory; Record and prepare minutes of meetings, seminars and conferences; Arrange travel, related itineraries and make reservations; Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information; Set up and maintain manual and computerized information filing systems

Work Environment

Fast-paced environment; Work under pressure; Repetitive tasks; Attention to detail; Tight deadlines **Additional Skills**

Flexibility; Accurate; Team player; Excellent oral communication; Excellent written communication; Client focus; Reliability; Organized; Ability to multitask

Other

Business Equipment and Computer Applications:

MS Windows; MS Office

Area of Specialization:

Reports and records; Correspondence; Contracts; Charts, tables, graphs and diagrams

How to Apply

By email: selectjourney.hr@gmail.com

Job Board Posting

Date Printed: 2024/05/03



Administrative Assistant

D7EFC9E54B7FE

Job ID Web Address Company Location Date Posted Job Job Start Date Job Salary Languages

http://NewCanadianWorker.ca/viewjob?jobname=D7EFC9E54B7FE Select Journey Calgary, Alberta From: 2019-07-08 To: 2020-01-04 Type: Full-time Category: Office As soon as possible \$25 to \$27 hourly for 32 to 40 hours per week English

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selectjourney.hr@gmail.com

Job Board Posting

Date Printed: 2024/05/03

Administrative Assistant

Job ID 1CA9BF603ACFB Web Address http://NoExperienceNeeded.ca/viewjob?jobname=1CA9BF603ACFB Select Journey Company Location Calgary, Alberta From: 2019-07-08 **Date Posted** Job Type: Full-time Job Start Date As soon as possible Job Salary \$25 to \$27 hourly for 32 to 40 hours per week Languages English

To: 2020-01-04 Category: Office

Description

Vacancies: 1

Experience

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