



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: 2024/05/10

Administrative Assistant

Job ID	CL-MD-YK-02-18-24	
Web Address	https://careers.indigenous.link/viewjob?jobname=CL-MD-YK-02-18-24	
Company	2593459 Ontario Inc.	
Location	Toronto, Ontario	
Date Posted	From: 2024-03-25	To: 2024-09-21
Job	Type: Full-time	Category: Office
Job Start Date	2024-01-15	
Job Salary	\$25.50 Per Hour	
Languages	English	

Description

Tasks:

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

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

Type and proofread correspondence, forms and other documents

Conduct research

Perform data entry

Provide customer service

Perform basic bookkeeping tasks

Prepare reports

Personal Suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Client focus

Reliability

Time management

Quick learner

Work Conditions and Physical Capabilities

Fast-paced environment

Work under pressure

Attention to detail

Experience

Not required but will be an asset

Credentials

MS Excel

MS Outlook
MS Windows
MS Word

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Weight Handling

Upto 50 lbs

Work Environment

Willing to relocate
Real estate

Other

Travel expenses paid by employer
Public transportation is available

How to Apply

Please include a cover note along with detailed resume.

sidks@yahoo.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/10

Administrative Assistant

Job ID	NCW001140	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW001140	
Company	2593459 Ontario Inc.	
Location	Toronto, Ontario	
Date Posted	From: 2024-03-25	To: 2024-09-21
Job	Type: Full-time	Category: Office
Job Start Date	2024-01-15	
Job Salary	\$25.50 Per Hour	
Languages	English	

Description

Tasks:

- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
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- 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
- Type and proofread correspondence, forms and other documents
- Conduct research
- Perform data entry
- Provide customer service
- Perform basic bookkeeping tasks
- Prepare reports
- Personal Suitability
- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
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- Reliability
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sidks@yahoo.com

Job Board Posting

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

Date Printed: 2024/05/10

Administrative Assistant

Job ID	PSPQLVSE20841	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=PSPQLVSE20841	
Company	2593459 Ontario Inc.	
Location	Toronto, Ontario	
Date Posted	From: 2024-03-25	To: 2024-09-21
Job	Type: Full-time	Category: Office
Job Start Date	2024-01-15	
Job Salary	\$25.50 Per Hour	
Languages	English	

Description

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