



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: 2024/05/09

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: 2024/05/09

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
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

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

Date Printed: 2024/05/09

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

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