



# 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

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

## Office Coordinator

<b>Job ID</b>	<b>D0-57-6F-2E-D8-15</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D0-57-6F-2E-D8-15">https://careers.indigenous.link/viewjob?jobname=D0-57-6F-2E-D8-15</a>	
<b>Company</b>	Prayosha Salon & Med Spa	
<b>Location</b>	Scarborough, Ontario	
<b>Date Posted</b>	From: 2019-10-11	To: 2020-04-08
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$24 per hour for 30-35 hours per week	
<b>Languages</b>	English	

### Description

Prayosha Salon & Med Spa requires 1 Office Coordinator for each of their locations at 799 Markham Rd., Scarborough, ON and 98/7595 Markham Rd, Markham ON to oversee the day to day operations of the salons

Personal suitability: Must be hardworking, organized, dedicated and capable of working in a fast paced environment. Candidates must have positive attitude and friendly outgoing personality.

Job Type: Permanent full time position

### Experience

1-2 years industry experience;

### Education Requirements

Completion of secondary school; Diploma in business/administration will be an asset.

### Essential Skills

- Coordinate the daily flow of customers and ensure proper scheduling and assigning of customers to staff;

- Handle petty cash and other tenders of payment;

- Hire staff;

- Manage payroll;

- Respond to common enquiries and complaints from customers, staff and vendors;

- Effectively use the salon's computer system;

- Make bank deposits;

- Manage inventory of retail products, office supplies, and janitorial supplies and order and replenish stocks

- Arrange for regular maintenance services for all equipment

- Promote products, services and discounts on social media to attract new customers

- Keep updated records of costs and revenues;

- Maintain a clean and hygienic salon and customer sitting area at all times;

- â€¢Prepare and present weekly and monthly reports as required by the owner
- â€¢Process mail and respond wherever required;
- â€¢Verify invoices against packing slips and receive and process packages according to set procedures;
- â€¢Accurately balance accounts at the end of each day ensuring 100 percent accuracy;
- â€¢Oversee compliance of health and safety standards;
- â€¢Accurately guide and explain services to customers;
- â€¢Ensure that all deadlines and timelines are met;
- â€¢Ensure complete customer satisfaction ;
- â€¢Monitor customer feedback, referrals and customer return rate

### **Work Environment**

Salon

### **Additional Skills**

- â€¢Basic bookkeeping knowledge;
- â€¢Excellent interpersonal skills;
- â€¢Ability to multi-task;
- â€¢Team player supportive of staff needs;
- â€¢Excellent knowledge of the industry and trends impacting the salon

### **How to Apply**

Interested candidates may apply to [jobbank@icaninc.ca](mailto:jobbank@icaninc.ca)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/05

## Office Coordinator

<b>Job ID</b>	<b>A0D6AE626FB1F</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=A0D6AE626FB1F">http://NewCanadianWorker.ca/viewjob?jobname=A0D6AE626FB1F</a>	
<b>Company</b>	Prayosha Salon & Med Spa	
<b>Location</b>	Scarborough, Ontario	
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# Job Board Posting

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

Date Printed: 2024/05/05

## Office Coordinator

<b>Job ID</b>	<b>0BAD8FA2588B7</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=0BAD8FA2588B7">http://NoExperienceNeeded.ca/viewjob?jobname=0BAD8FA2588B7</a>	
<b>Company</b>	Prayosha Salon & Med Spa	
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