

# 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.

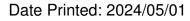
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief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





#### Administrative Assistant (NOC 1241)

| Job ID         | DC-9A-84-05-95-AC   |                  |
|----------------|---|------------------|
| Web Address    | https://careers.indigenous.link/viewjob?jobname=DC-9A-84-05-95-AC |                  |
| Company        | Durabuilt Windows & Doors Inc                                     |                  |
| Location       | Edmonton, Alberta   |                  |
| Date Posted    | From: 2022-07-04  | To: 2022-12-31   |
| Job            | Type: Full-time   | Category: Office |
| Job Start Date | As soon as possible   |                  |
| Job Salary     | \$26.71 / Hour For 32 Hours / Week                                |                  |
| Languages      | English   |                  |

#### Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day Job requirements Business Equipment and Computer Applications: MS Office, Electronic mail Specific Skills

Arrange and co-ordinate seminars, conferences, etc., Record and prepare minutes of meetings, seminars and conferences, Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Compile data, statistics and other information, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, 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 and Job location: 10920 178 Street, Edmonton, Alberta, T5S 1R7

How to Apply

By email hr@durabuiltwindows.com

## **Job Board Posting**

Date Printed: 2024/05/01



#### Administrative Assistant (NOC 1241)

| Job ID         | CC9FE8E538DDB   |                  |
|----------------|---|------------------|
| Web Address    | http://NewCanadianWorker.ca/viewjob?jobname=CC9FE8E538DDB |                  |
| Company        | Durabuilt Windows & Doors Inc                             |                  |
| Location       | Edmonton, Alberta   |                  |
| Date Posted    | From: 2022-07-04  | To: 2022-12-31   |
| Job            | Type: Full-time   | Category: Office |
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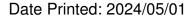
#### Other

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How to Apply

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### **Job Board Posting**



### NoExperienceNeeded.ca

your place for a first step or a fresh start

#### Administrative Assistant (NOC 1241)

| Job ID         | 54CED0D59590C  |                  |  |
|----------------|--|------------------|--|
| Web Address    | http://NoExperienceNeeded.ca/viewjob?jobname=54CED0D59590C |                  |  |
| Company        | Durabuilt Windows & Doors Inc                              |                  |  |
| Location       | Edmonton, Alberta  |                  |  |
| Date Posted    | From: 2022-07-04   | To: 2022-12-31   |  |
| Job            | Type: Full-time  | Category: Office |  |
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