



# 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: 2024/05/01

## Administrative Assistant

<b>Job ID</b>	<b>E4-46-8B-48-ED-EA</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E4-46-8B-48-ED-EA">https://careers.indigenous.link/viewjob?jobname=E4-46-8B-48-ED-EA</a>	
<b>Company</b>	Harbourfront Inn & Suites	
<b>Location</b>	Sarnia, Ontario	
<b>Date Posted</b>	From: 2020-01-22	To: 2020-07-20
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$23.08 per hour for a minimum of 30 hours per week	
<b>Languages</b>	English	

### Description

Harbourfront Inn & Suites located at 505 Harbour Front Road, Sarnia, Ontario N7T 5R8 looking for an outgoing, motivated and highly organized Administrative Assistant with strong time management and organizational skills and the ability to work in a fast paced environment and provide the highest level of service to our guests.

Job Type: Permanent full time position

Overtime: 1.5 times the wage after 44 hours per week

### Experience

2-3 years clerical/administrative experience;

### Education Requirements

Completion of secondary school

### Essential Skills

- Compose, edit and prepare documents including letters, memos, forms and other paperwork;
- Perform clerical duties such as typing, filing, copying, emailing, answering & responding to telephone calls and electronic enquiries and coordinating, scheduling & making appointments;
- Liaise with all departments and draft written correspondence;
- Conduct new hire orientation programs and process proper onboarding practices;
- Create and maintain an up-to-date electronic and physical filing system;
- Obtain and update all WSIB clearances, pay premiums and maintain reconciliation reports;
- Maintain an accurate record of invoices, contracts and company credit card receipts and ensure timely submission of expense statements and reports to the Accountant;
- Coordinate and manage purchase orders;
- Create and maintain a data base with up-to-date employee, vendors, financial and other information;
- Assist with any company audits;
- Assist with payroll processing;
- Maintain inventory;
- Maintain the confidentiality of sensitive business information;
- Perform other administrative duties and support as assigned

### Additional Skills

- Excellent organizational and communication skills;
- Computer proficiency;
- Professional written and spoken communication skills;
- Must possess solid guest service and presentation skills

### How to Apply

Interested candidates may apply with references to [harbourfrontinnsuitesjobs@gmail.com](mailto:harbourfrontinnsuitesjobs@gmail.com)

Our goal is to improve provide equal employment opportunities for all candidates as we believe that diversity and

inclusion is critical to the success of our business.

# Job Board Posting

Date Printed: 2024/05/01

## Administrative Assistant

<b>Job ID</b>	<b>F61D6B1E0D958</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=F61D6B1E0D958">http://NewCanadianWorker.ca/viewjob?jobname=F61D6B1E0D958</a>	
<b>Company</b>	Harbourfront Inn & Suites	
<b>Location</b>	Sarnia, Ontario	
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# Job Board Posting

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

Date Printed: 2024/05/01

## Administrative Assistant

<b>Job ID</b>	<b>8BF728470DF6B</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=8BF728470DF6B">http://NoExperienceNeeded.ca/viewjob?jobname=8BF728470DF6B</a>	
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