



# 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.

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Toll Free Phone: (866) 225-9067  
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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

## Executive Coordinator (Human Resources)

<b>Job ID</b>	<b>E5-E2-57-39-F6-BC</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E5-E2-57-39-F6-BC">https://careers.indigenous.link/viewjob?jobname=E5-E2-57-39-F6-BC</a>	
<b>Company</b>	Farm Credit Canada	
<b>Location</b>	Regina, Saskatchewan	
<b>Date Posted</b>	From: 2022-01-17	To: 2022-01-28
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	As soon as possible	
<b>Languages</b>	English	

### Description

Closing Date: 01/28/2022

Worker Type: Permanent

Language(s) Required: English

Strong collaboration skills needed

Provide general administrative support to the Executive Vice-President and other colleagues in the division.

What you'll do:

- Co-ordinate schedules and make travel arrangements
- Help organize divisional events and activities
- Help prepare and track the division's budget
- Plan and participate in a variety of team meetings
- Organize and co-ordinate meeting materials

What we're looking for:

- Outgoing, confident collaborator with lots of energy
- Organized and detailed multi-tasker
- Strong communicator who values teamwork and can work independently
- Excellent problem-solving skills

What you'll need:

- A diploma or certificate in administrative studies and at least three years of related experience (or equivalent combination of education and experience)
- Proficiency with standard corporate software applications