



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



Careers.Indigenous.Link

Date Printed: 2024/04/28

Administrative Assistant

Job ID	E6-A7-BC-75-DC-60	
Web Address	https://careers.indigenous.link/viewjob?jobname=E6-A7-BC-75-DC-60	
Company	World Access Immigration Services	
Location	Halifax, Nova Scotia	
Date Posted	From: 2021-10-18	To: 2022-04-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.00/hr	
Languages	Proficiency in verbal and written English is must.	

Description

Job Location: Suite #255, 6960 Mumford Rd, Halifax, NS B3L 4P1.

Duration of employment: 2years

Job Duties include:

- o Coordinate office exercise and activities to tie down productivity and consistence to organization approaches.
- o Responsible for planning and affirming arrangements of exercising and new customers.
- o Prepare invoices for the clients and follow-up regarding payments.
- o Handle telephone calls and other correspondence (email, letters, bundles and so forth).
- o Welcome clients and respond to their queries.
- o Maintain and update records/databases of customers and other information.
- o Ordering and taking control of office supplies as per the requirement.
- o Schedule appointments and prepare necessary paperwork.
- o Supervise and provide assistance to other workers in administrative operations.

Experience

1 year to less than 2 year

Education Requirements

Completion of high school is required.

How to Apply

waiscanadajobs@gmail.com

Job Board Posting

Date Printed: 2024/04/28

Administrative Assistant

Job ID	3CC506AB7B9F7	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=3CC506AB7B9F7	
Company	World Access Immigration Services	
Location	Halifax, Nova Scotia	
Date Posted	From: 2021-10-18	To: 2022-04-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.00/hr	
Languages	Proficiency in verbal and written English is must.	

Description

Job Location: Suite #255, 6960 Mumford Rd, Halifax, NS B3L 4P1.

Duration of employment: 2years

Job Duties include:

- o Coordinate office exercise and activities to tie down productivity and consistence to organization approaches.
- o Responsible for planning and affirming arrangements of exercising and new customers.
- o Prepare invoices for the clients and follow-up regarding payments.
- o Handle telephone calls and other correspondence (email, letters, bundles and so forth).
- o Welcome clients and respond to their queries.
- o Maintain and update records/databases of customers and other information.
- o Ordering and taking control of office supplies as per the requirement.
- o Schedule appointments and prepare necessary paperwork.
- o Supervise and provide assistance to other workers in administrative operations.

Experience

1 year to less than 2 year

Education Requirements

Completion of high school is required.

How to Apply

waiscanadajobs@gmail.com

Job Board Posting

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

Date Printed: 2024/04/28

Administrative Assistant

Job ID	47C3A3BFD4DC3	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=47C3A3BFD4DC3	
Company	World Access Immigration Services	
Location	Halifax, Nova Scotia	
Date Posted	From: 2021-10-18	To: 2022-04-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.00/hr	
Languages	Proficiency in verbal and written English is must.	

Description

Job Location: Suite #255, 6960 Mumford Rd, Halifax, NS B3L 4P1.

Duration of employment: 2years

Job Duties include:

- o Coordinate office exercise and activities to tie down productivity and consistence to organization approaches.
- o Responsible for planning and affirming arrangements of exercising and new customers.
- o Prepare invoices for the clients and follow-up regarding payments.
- o Handle telephone calls and other correspondence (email, letters, bundles and so forth).
- o Welcome clients and respond to their queries.
- o Maintain and update records/databases of customers and other information.
- o Ordering and taking control of office supplies as per the requirement.
- o Schedule appointments and prepare necessary paperwork.
- o Supervise and provide assistance to other workers in administrative operations.

Experience

1 year to less than 2 year

Education Requirements

Completion of high school is required.

How to Apply

waiscanadajobs@gmail.com