

# 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**

Date Printed: 2024/05/10



## Office Manager (NOC 13100)

Job ID	E8-B6-84-67-A5-7F			
Web Address	https://careers.indigenous.link/viewjob?jobname=E8-B6-84-67-A5-7F			
Company	Liam Properties Inc.			
Location	Fort McMurray, Alberta			
Date Posted	From: 2024-03-28	To: 2024-09-24		
Job	Type: Full-time	Category: Office		
Job Start Date	As soon as possible			
Job Salary	\$30.21 / Hour For 35 Hours / W	/eek		
Languages	English			
Description				
Vacancy: 1				
Terms of employment: Permanent, Full time,	Day, Evening			
Job requirements				
Responsibilities				
Tasks				
Review, evaluate and implement new administ	strative procedures			
Delegate work to office support staff				
Establish work priorities and ensure procedur	res are followed and deadlines are	met		
Carry out administrative activities of establish	iment			
Co-ordinate and plan for office services such	as accommodation, relocation, eq	uipment, supplies, forms, disposal of assets, parking, maintenance and		
security services				
Assist in the preparation of operating budget and maintain inventory and budgetary controls				
Assemble data and prepare periodic and spe	cial reports, manuals and correspo	ondence		
Oversee and co-ordinate office administrative	procedures			
Experience and specialization				
Computer and technology knowledge				
MS Office				
MS Word				
Personal suitability				
Flexibility				
Organized				
Reliability				
Work conditions and physical capabilities				
Fast-paced environment				
Attention to detail				
Experience				
2 years to less than 3 years				
Education Requirements				

#### **Education Requirements**

Secondary (high) school graduation certificate

#### Other

Business and Job location: 17 - 10217 Centennial Dr Fort McMurray, AB T9H 3K7

### How to Apply

By email propertiesliam@gmail.com

## **Job Board Posting**

Date Printed: 2024/05/10



## Office Manager (NOC 13100)

Web Addresshttp://NewCanadianWorker.ca/viewjob?jobname=ABA154F021C47CompanyLiam Properties Inc.ConganyLiam Properties Inc.Dete PostedFrom: 2024.03-28To: 2024.09-24JobAs soon as possibleJob Staf DateAs soon as possibleJob StafaryS30.21 / Hour For 35 Hours / WeekLanguagesEnglishVersion of employment: Permanent, Full time, Day, EveningJob StafaryJob StafaryS30.21 / Hour For 35 Hours / WeekLanguagesEnglishVersion of employment: Permanent, Full time, Day, EveningJob StafaryJob RequirementsForequirementsResponsibilitiesFastionResponsibili	Job ID	A8A154F021C47			
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2 years to less than 3 years	Attention to detail				
	Experience				
Education Poquiremento	2 years to less than 3 years				
	Education Requirements				

Education Requirements Secondary (high) school graduation certificate

#### Other

Business and Job location: 17 - 10217 Centennial Dr Fort McMurray, AB T9H 3K7

## How to Apply

By email propertiesliam@gmail.com

## **Job Board Posting**



Date Printed: 2024/05/10

## Office Manager (NOC 13100)

Job ID	D66A77CBFB8A1				
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=D66A77CBFB8A1				
Company	Liam Properties Inc.				
Location	Fort McMurray, Alberta				
Date Posted	From: 2024-03-28	To: 2024-09-24			
Job	Type: Full-time	Category: Office			
Job Start Date	As soon as possible	Outogoly. Onloc			
Job Salary	\$30.21 / Hour For 35 Hours / We	eek			
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#### **Education Requirements**

Secondary (high) school graduation certificate

#### Other

Business and Job location: 17 - 10217 Centennial Dr Fort McMurray, AB T9H 3K7

## How to Apply

By email propertiesliam@gmail.com