



# 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: 2024/05/02

## Administrative Services Manager

<b>Job ID</b>	<b>EB-72-EE-17-9E-61</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=EB-72-EE-17-9E-61">https://careers.indigenous.link/viewjob?jobname=EB-72-EE-17-9E-61</a>	
<b>Company</b>	DKHC Physical & Osteopathic Ltd.	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2021-04-22	To: 2021-10-19
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$35.00 / Hour For 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Vacancies: 1

Employment type: Permanent employment, Full time

Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Attention to detail, Large workload

Personal Suitability

Organized, Judgement, Flexibility, Excellent oral communication, Team player, Excellent written communication

### Experience

2 years to less than 3 years

### Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### Essential Skills

Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services, Plan, administer and control budgets for client projects, contracts, equipment and supplies, Plan, organize, direct, control and evaluate the operations of a department providing a single administrative service or several administrative services, Prepare reports and briefs for management committees evaluating administrative services, Hire and train or arrange for training of staff, Direct and control corporate governance and regulatory compliance procedures within establish

### Work Environment

Health care institution, facility or clinic

### How to Apply

By email

dhkc2021@gmail.com

# Job Board Posting

Date Printed: 2024/05/02

## Administrative Services Manager

<b>Job ID</b>	<b>47790C890FB48</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=47790C890FB48">http://NewCanadianWorker.ca/viewjob?jobname=47790C890FB48</a>	
<b>Company</b>	DKHC Physical & Osteopathic Ltd.	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2021-04-22	To: 2021-10-19
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$35.00 / Hour For 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Vacancies: 1

Employment type: Permanent employment, Full time

Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Attention to detail, Large workload

Personal Suitability

Organized, Judgement, Flexibility, Excellent oral communication, Team player, Excellent written communication

### Experience

2 years to less than 3 years

### Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### Essential Skills

Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services, Plan, administer and control budgets for client projects, contracts, equipment and supplies, Plan, organize, direct, control and evaluate the operations of a department providing a single administrative service or several administrative services, Prepare reports and briefs for management committees evaluating administrative services, Hire and train or arrange for training of staff, Direct and control corporate governance and regulatory compliance procedures within establish

### Work Environment

Health care institution, facility or clinic

### How to Apply

By email

[dhkc2021@gmail.com](mailto:dhkc2021@gmail.com)

# Job Board Posting

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

Date Printed: 2024/05/02

## Administrative Services Manager

<b>Job ID</b>	<b>9B830E68ADA81</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=9B830E68ADA81">http://NoExperienceNeeded.ca/viewjob?jobname=9B830E68ADA81</a>	
<b>Company</b>	DKHC Physical & Osteopathic Ltd.	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2021-04-22	To: 2021-10-19
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$35.00 / Hour For 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Vacancies: 1

Employment type: Permanent employment, Full time

Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Attention to detail, Large workload

Personal Suitability

Organized, Judgement, Flexibility, Excellent oral communication, Team player, Excellent written communication

### Experience

2 years to less than 3 years

### Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### Essential Skills

Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services, Plan, administer and control budgets for client projects, contracts, equipment and supplies, Plan, organize, direct, control and evaluate the operations of a department providing a single administrative service or several administrative services, Prepare reports and briefs for management committees evaluating administrative services, Hire and train or arrange for training of staff, Direct and control corporate governance and regulatory compliance procedures within establish

### Work Environment

Health care institution, facility or clinic

### How to Apply

By email

[dhkc2021@gmail.com](mailto:dhkc2021@gmail.com)