



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: 2024/05/06

Administrative Assistant

Job ID	EC-A4-91-6D-AB-15	
Web Address	https://careers.indigenous.link/viewjob?jobname=EC-A4-91-6D-AB-15	
Company	1853703 Alberta Ltd	
Location	Edmonton , Alberta	
Date Posted	From: 2022-07-01	To: 2022-12-28
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.71 / hour 36 to 44 hours / week	
Languages	English	

Description

Location

7905 106 Avenue

Edmonton, AB

T6A 1A7

Vacancies1

Employment groups: Indigenous people

Terms of employment: Permanent employment, Full time

Employment conditions: Overtime, Morning, Day, Evening, Weekend, Flexible hours

Job requirements

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail

Personal Suitability

Ability to multitask, Excellent written communication, Organized, Accurate, Client focus, Flexibility, Excellent oral communication, Team player, Reliability

Who can apply to this job

The employer accepts applications from:

Canadian citizens and permanent residents of Canada.

Other candidates with or without a valid Canadian work permit.

How to Apply

By email

atifjulius@hotmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/06

Administrative Assistant

Job ID	7DCF63FDD1552	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=7DCF63FDD1552	
Company	1853703 Alberta Ltd	
Location	Edmonton , Alberta	
Date Posted	From: 2022-07-01	To: 2022-12-28
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.71 / hour 36 to 44 hours / week	
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Job Board Posting

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

Date Printed: 2024/05/06

Administrative Assistant

Job ID	27807578C7FA8
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=27807578C7FA8
Company	1853703 Alberta Ltd
Location	Edmonton , Alberta
Date Posted	From: 2022-07-01 To: 2022-12-28
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$26.71 / hour 36 to 44 hours / week
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