



# 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: 2024/05/07

## Travel Clerk Supervisor

|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>F0-27-CB-F4-6E-39</b>  |                          |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=F0-27-CB-F4-6E-39">https://careers.indigenous.link/viewjob?jobname=F0-27-CB-F4-6E-39</a> |                          |
| <b>Company</b>        | Select Journey  |                          |
| <b>Location</b>       | Calgary , Alberta   |                          |
| <b>Date Posted</b>    | From: 2019-05-08  | To: 2019-11-04           |
| <b>Job</b>            | Type: Full-time   | Category: Service Sector |
| <b>Job Start Date</b> | As soon as possible   |                          |
| <b>Job Salary</b>     | \$19.00 to \$20.00 / hr for 35 to 40 hours / week   |                          |
| <b>Languages</b>      | English   |                          |

### Description

Security and Safety  
Criminal record check  
Ability to Supervise  
3-4 people  
Personal Suitability  
Effective interpersonal skills; Flexibility; Accurate; Team player; Excellent oral communication; Excellent written communication; Client focus; Interpersonal awareness; Dependability; Judgement; Organized

### Experience

7 months to less than 1 year

### Education Requirements

Secondary (high) school graduation certificate

### Essential Skills

Co-ordinate, assign and review work; Assist clients/guests with special needs; Requisition materials and supplies; Establish work schedules and procedures and co-ordinate activities with other work units or departments; Resolve work-related problems and prepare and submit progress and other reports; Hire and train staff in job duties, safety procedures and company policies; Ensure smooth operation of computer systems, equipment and machinery, and arrange for maintenance and repair work

### Work Environment

Travel agency  
Work Conditions and Physical Capabilities  
Fast-paced environment; Work under pressure; Attention to detail; Tight deadlines

### Additional Skills

Perform same duties as workers supervised

### How to Apply

By email:  
[selectjourney.hr@gmail.com](mailto:selectjourney.hr@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/07

## Travel Clerk Supervisor

|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>D8379A041322A</b>  |                          |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=D8379A041322A">http://NewCanadianWorker.ca/viewjob?jobname=D8379A041322A</a> |                          |
| <b>Company</b>        | Select Journey  |                          |
| <b>Location</b>       | Calgary , Alberta   |                          |
| <b>Date Posted</b>    | From: 2019-05-08  | To: 2019-11-04           |
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# Job Board Posting

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

Date Printed: 2024/05/07

## Travel Clerk Supervisor

|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>1DF366B951301</b>  |                          |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=1DF366B951301">http://NoExperienceNeeded.ca/viewjob?jobname=1DF366B951301</a> |                          |
| <b>Company</b>        | Select Journey  |                          |
| <b>Location</b>       | Calgary , Alberta   |                          |
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