



# 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: 2024/04/29

## Administrative Assistant

<b>Job ID</b>	<b>F4-91-7F-D9-D6-BE</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=F4-91-7F-D9-D6-BE">https://careers.indigenous.link/viewjob?jobname=F4-91-7F-D9-D6-BE</a>	
<b>Company</b>	Solarine Systems Corporation	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2018-11-09	To: 2019-05-08
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$26.00 / hour for 40 hours/week	
<b>Languages</b>	English	

### Description

Vacancies 1

Employment groups: Students, Youth, Veterans of the Canadian Armed Forces, Visible Minorities, Persons with disabilities, Indigenous people, Newcomers to Canada, Seniors, Apprentices

Terms of employment Permanent, Full time

Benefits: Dental benefits

Employment conditions: Working hours from 09:30 to 17:30

Job requirements

Education:

College/CEGEP or equivalent experience

Experience:

2 years to less than 3 years

Security and Safety:

Criminal record check

Transportation/Travel Information:

Public transportation is available

Work Conditions and Physical Capabilities:

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

Personal Suitability:

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

Additional Skills:

Train other workers

Area of Specialization:

Correspondence, Reports and records, Invoices

Business Equipment and Computer Applications:

Accounting software, MS Excel, MS Access, MS Word, Quick Books, MS PowerPoint, MS Windows

Operating Systems and Software:

Google Docs

Specific Skills:

Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic inquiries, Order office supplies and maintain inventory, Set up and maintain manual and computerized information filing systems, Greet people and direct them to contacts or service areas

Technical Terminology:

Business

Intended job posting audience

Anyone who can legally work in Canada can apply for this job.

If you are not currently authorized to work in Canada, the employer will not consider your job application.

### **How to Apply**

By email:

sam.shar99@gmail.com

By mail:

52 Harvest Gold Heights

Calgary, AB

T3K 4H1

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/04/29

## Administrative Assistant

<b>Job ID</b>	<b>4F07675E66759</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=4F07675E66759">http://NewCanadianWorker.ca/viewjob?jobname=4F07675E66759</a>	
<b>Company</b>	Solarine Systems Corporation	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2018-11-09	To: 2019-05-08
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