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: 2024/03/29

Administrative Assistant

Job ID	**F5-A1-2E-18-E8-9C**	
Web Address	https://careers.indigenous.link/viewjob?jobname=F5-A1-2E-18-E8-9C	
Company	On The Spot Cleaning Services	
Location	Devon, Alberta	
Date Posted	From: 2019-10-27	To: 2020-04-24
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$22.50 to $24.50 / hour (To be negotiated) for 40 hours / week	
Languages	English	

Description

Vacancies: 2

Terms of employment: Permanent, Full time

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Compile data, statistics and other information, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas, Arrange travel, related itineraries and make reservations, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Set up and maintain manual and computerized information filing systems

Other

Work Conditions and Physical Capabilities: Fast-paced environment, Attention to detail

Personal Suitability: Ability to multitask, Client focus, Reliability, Organized, Accurate

Business Equipment and Computer Applications: MS Windows

Operating Systems and Software: Google Docs

How to Apply

By email:

lindalinda80@hotmail.com

By mail:

7b Superior st

Devon, AB T9G 2G8

Job Board Posting

Date Printed: 2024/03/29

Administrative Assistant

Job ID	**E161EA6F70E53**	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=E161EA6F70E53	
Company	On The Spot Cleaning Services	
Location	Devon, Alberta	
Date Posted	From: 2019-10-27	To: 2020-04-24
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$22.50 to $24.50 / hour (To be negotiated) for 40 hours / week	
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Devon, AB T9G 2G8

Job Board Posting

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

Date Printed: 2024/03/29

Administrative Assistant

Job ID	**FA55FB0724CF7**	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=FA55FB0724CF7	
Company	On The Spot Cleaning Services	
Location	Devon, Alberta	
Date Posted	From: 2019-10-27	To: 2020-04-24
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	$22.50 to $24.50 / hour (To be negotiated) for 40 hours / week	
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