

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.

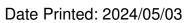
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief 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





Administrative Assistant

Job ID FA-37-66-16-F5-78 Web Address https://careers.indigenous.link/viewjob?jobname=FA-37-66-16-F5-78 Company Basha International Foods Inc. Location Calgary, Alberta **Date Posted** From: 2018-06-07 To: 2018-12-04 Job Type: Full-time Category: Office Job Start Date As soon as possible \$24.04/ Hour for 32 hours/ week Job Salary Languages English

Description

Vacancy 01 Employment Conditions Morning, Day Terms of Employment Permanent, Full- time Work Conditions and Physical Capabilities Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail Personal Suitability Excellent oral communication, Accurate, Team player, Organized, Excellent written communication, Reliability

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, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Other

Business Location

2717 Sunridge Way NE Calgary, AB T1Y 7K7

How to Apply

By email: info@bashafoods.ca

Job Board Posting

Date Printed: 2024/05/03



Administrative Assistant

7C1146C409867

Web Address

Company Location **Date Posted** Job Job Start Date **Job Salary** Languages

Job ID

http://NewCanadianWorker.ca/viewjob?jobname=7C1146C409867 Basha International Foods Inc. Calgary, Alberta From: 2018-06-07 To: 2018-12-04 Type: Full-time Category: Office As soon as possible \$24.04/ Hour for 32 hours/ week English

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Other

Business Location 2717 Sunridge Way NE Calgary, AB T1Y 7K7

How to Apply By email: info@bashafoods.ca

Job Board Posting

Date Printed: 2024/05/03

Administrative Assistant

3031BA02C959E

Job ID Web Address Company Location Date Posted Job Job Start Date Job Salary Languages

http://NoExperienceNeeded.ca/viewjob?jobname=3031BA02C959E Basha International Foods Inc. Calgary, Alberta From: 2018-06-07 To: 2018-12-04 Type: Full-time Category: Office As soon as possible \$24.04/ Hour for 32 hours/ week English

Description

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