



# 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: 2024/05/02

## Administrative Assistant

<b>Job ID</b>	<b>FA-82-72-E0-C8-FC</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=FA-82-72-E0-C8-FC">https://careers.indigenous.link/viewjob?jobname=FA-82-72-E0-C8-FC</a>	
<b>Company</b>	Hta Products Inc.	
<b>Location</b>	Richmond, British Columbia	
<b>Date Posted</b>	From: 2020-09-24	To: 2021-03-23
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$23.00 / hour for 40.00 hours / week	
<b>Languages</b>	English	

### Description

Hta Products Inc. is seeking to hire one Administrative assistant as per the details below

Head office: 11291 Bridgeport Road, Richmond, BC V6X 1T4

Retail Location: 1799 Kingsway, Vancouver, British Columbia V5N 2S5

Vacancies 1

Terms of employment Permanent, Full time

Job requirements

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Transportation/Travel Information

Public transportation is available

Work Conditions and Physical Capabilities

Fast-paced environment

Personal Suitability

Excellent oral communication, excellent written communication

Area of Specialization

Correspondence, Reports and records, Contracts, Invoices

Specific Skills

Arrange and co-ordinate seminars, conferences, etc., Record and prepare minutes of meetings, seminars and conferences, 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, 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

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

sabi@htaproducts.com

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

## Administrative Assistant

<b>Job ID</b>	<b>73DA6278003A1</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=73DA6278003A1">http://NewCanadianWorker.ca/viewjob?jobname=73DA6278003A1</a>	
<b>Company</b>	Hta Products Inc.	
<b>Location</b>	Richmond, British Columbia	
<b>Date Posted</b>	From: 2020-09-24	To: 2021-03-23
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# Job Board Posting

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

Date Printed: 2024/05/02

## Administrative Assistant

<b>Job ID</b>	<b>A1A4CB8F38086</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=A1A4CB8F38086">http://NoExperienceNeeded.ca/viewjob?jobname=A1A4CB8F38086</a>	
<b>Company</b>	Hta Products Inc.	
<b>Location</b>	Richmond, British Columbia	
<b>Date Posted</b>	From: 2020-09-24	To: 2021-03-23
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