

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.

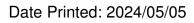
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief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





Administration Analyst

Job ID FB-40-A0-B2-BF-0B Web Address https://careers.indigenous.link/viewjob?jobname=FB-40-A0-B2-BF-0B Company North 67 Transport Inc. Location Edmonton, Alberta **Date Posted** From: 2019-10-15 Job Type: Full-time Job Start Date As soon as possible \$26.37 Hourly For 40 Hours Per Week Job Salary Languages English

To: 2020-04-12 Category: Transportation

Description

Terms of employment: Permanent, Full time

Vacancies: 1

Business Equipment and Computer Applications: Electronic scheduler; Project management software; Accounting software; Electronic mail; MS Office.

Ability to Supervise: 11-15 people

Personal Suitability: Effective interpersonal skills

Work Conditions and Physical Capabilities: Attention to detail

Experience

1 year to less than 2 years.

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years.

Essential Skills

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation; Review, evaluate and implement new administrative procedures; Establish work priorities and ensure procedures are followed and deadlines are met; Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services; Assist in the preparation of operating budget and maintain inventory and budgetary controls; Assemble data and prepare periodic and special reports, manuals and correspondence

Additional Skills

Delegate work to office support staff

How to Apply

By email: jobs@north67transport.com By mail: 1312 72 Street SW Edmonton, AB T6X 0H2

Job Board Posting

Date Printed: 2024/05/05



Administration Analyst

A6D3CA1D7A690

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

http://NewCanadianWorker.ca/viewjob?jobname=A6D3CA1D7A690 North 67 Transport Inc. Edmonton, Alberta From: 2019-10-15 To: 2020-04-12 Type: Full-time Category: Transportation As soon as possible \$26.37 Hourly For 40 Hours Per Week English

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Job Board Posting

Date Printed: 2024/05/05

Administration Analyst

0CD95A585727E

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

http://NoExperienceNeeded.ca/viewjob?jobname=0CD95A585727E North 67 Transport Inc. Edmonton, Alberta From: 2019-10-15 To: 2020-04-12 Type: Full-time Category: Transportation As soon as possible \$26.37 Hourly For 40 Hours Per Week English

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