



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: 2024/05/04

Administrative Assistant

Job ID	FB-7A-EC-A2-68-BD	
Web Address	https://careers.indigenous.link/viewjob?jobname=FB-7A-EC-A2-68-BD	
Company	Premier Property Maintenance Inc	
Location	North York, Ontario	
Date Posted	From: 2022-01-17	To: 2022-07-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.50 Per Hour For 30 To 40 Hours Per Week.	
Languages	English	

Description

Terms of employment: Permanent employment, Full time

Day, Evening, To be determined, Morning

Vacancies: 2

Job requirements

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.

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Youth

Who can apply to this job

The employer accepts applications from:

Canadian citizens and permanent residents of Canada.

Other candidates with or without a valid Canadian work permit.

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate
or equivalent experience

How to Apply

By email

jobs.premierproperty@gmail.com

By mail

1280 Finch Avenue West suite 301

Toronto, ON

M3J 3K6

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

Administrative Assistant

Job ID	31980B2E324B7	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=31980B2E324B7	
Company	Premier Property Maintenance Inc	
Location	North York, Ontario	
Date Posted	From: 2022-01-17	To: 2022-07-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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Job Board Posting

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

Date Printed: 2024/05/04

Administrative Assistant

Job ID	ED6A18EF91213	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=ED6A18EF91213	
Company	Premier Property Maintenance Inc	
Location	North York, Ontario	
Date Posted	From: 2022-01-17	To: 2022-07-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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