



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: 2024/04/28

Administrative Assistant

Job ID	FD-CA-5D-BD-BF-99	
Web Address	https://careers.indigenous.link/viewjob?jobname=FD-CA-5D-BD-BF-99	
Company	Lion Heart Contractors Ltd.	
Location	Calgary, Alberta	
Date Posted	From: 2018-07-30	To: 2019-01-26
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.50 / Hour for 40 to 44 Hours / Week	
Languages	English	

Description

Vacancies: 1

Employment groups: Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada

Terms of employment: Permanent, Full time

Experience

2 years to less than 3 years

Education Requirements

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

Essential Skills

Record and prepare minutes of meetings, seminars and conferences, 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, Greet people and direct them to contacts or service areas

Other

Personal Suitability:

Ability to multitask, Excellent oral communication, Accurate, Flexibility, Client focus, Team player, Organized, Excellent written communication, Reliability

How to Apply

By email:

lionheartcontractors@gmail.com

By mail:

111 Whitehorn Place NE
Calgary, AB
T1Y 2J1

Job Board Posting

Date Printed: 2024/04/28

Administrative Assistant

Job ID	B4D18835D5A18	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=B4D18835D5A18	
Company	Lion Heart Contractors Ltd.	
Location	Calgary, Alberta	
Date Posted	From: 2018-07-30	To: 2019-01-26
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.50 / Hour for 40 to 44 Hours / Week	
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Job Board Posting

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

Date Printed: 2024/04/28

Administrative Assistant

Job ID	BF50A034AB4F7	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=BF50A034AB4F7	
Company	Lion Heart Contractors Ltd.	
Location	Calgary, Alberta	
Date Posted	From: 2018-07-30	To: 2019-01-26
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.50 / Hour for 40 to 44 Hours / Week	
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