



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: 2024/05/06

Administrative Assistant Job (NOC 1241)

Job ID	FE-D6-EB-F7-F8-31	
Web Address	https://careers.indigenous.link/viewjob?jobname=FE-D6-EB-F7-F8-31	
Company	Chaton International Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2019-06-24	To: 2019-12-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.50 / Hour for 35 to 40 Hours / Week	
Languages	English	

Description

Vacancies:

2

Marketed to

Students, Youth, Persons with disabilities, Indigenous people, Newcomers to Canada, Seniors

Terms of employment

Permanent, Full time, Day, Evening, Shift, Weekend

Work conditions and physical capabilities

Fast-paced environment, Attention to detail, Work under pressure, Tight deadlines

Personal Suitability

Reliability, Organized

Specific Skills

Type and proofread correspondence, forms and other documents; Schedule and confirm appointments; Greet people and direct them to contacts or service areas; Arrange and co-ordinate seminars, conferences, etc.; Answer telephone and relay telephone calls and messages; Answer electronic enquiries; Compile data, statistics and other information; Order office supplies and maintain inventory; Record and prepare minutes of meetings, seminars and conferences; 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

Work Location

10665 Jasper Avenue Suite 1400

Edmonton, Alberta T5J 3S9

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

How to Apply

By email
chaton.international@gmail.com

Job Board Posting

Date Printed: 2024/05/06

Administrative Assistant Job (NOC 1241)

Job ID	DD3D078972B3B	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=DD3D078972B3B	
Company	Chaton International Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2019-06-24	To: 2019-12-21
Job	Type: Full-time	Category: Office
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Job Salary	\$22.50 / Hour for 35 to 40 Hours / Week	
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Job Board Posting

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

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Administrative Assistant Job (NOC 1241)

Job ID	E382A37A3B964	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=E382A37A3B964	
Company	Chaton International Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2019-06-24	To: 2019-12-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.50 / Hour for 35 to 40 Hours / Week	
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