



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: 2024/04/29

Executive Coordinator, Office of the CEO (Bilingual)

Job ID	FE-FB-6A-8B-11-C1	
Web Address	https://careers.indigenous.link/viewjob?jobname=FE-FB-6A-8B-11-C1	
Company	Farm Credit Canada	
Location	Regina, Saskatchewan	
Date Posted	From: 2020-10-28	To: 2020-11-10
Job	Type: Full-time	Category: Office
Languages	French And English	

Description

Closing Date (MM/DD/YYYY): 11/10/2020

Worker Type: Permanent

Language(s) Required: English, French

Executive assistance required

Provide executive-level administrative support to the President and Chief Executive Officer, as well as the Board of Directors. This position is designated bilingual (English and French), and the successful candidate must be able to communicate in both of Canada's official languages.

What you'll do:

- Provide confidential administrative and budget support
- Set up meetings and functions for the business unit
- Co-ordinate schedules and make travel arrangements
- Provide technical support using standard office software

What we're looking for:

- Superior judgment, discretion, attention to detail and interpersonal skills
- Organized and detailed multi-tasker
- Confident and energetic collaborator
- Self-starter who can manage multiple priorities
- Team player driven to provide quality service in a busy, changing environment

What you'll need:

- A diploma or certificate in administration or business and at least six years of related experience (or equivalent combination of education and experience)
- Advanced knowledge of various standard software applications (e.g., Word, Excel, Outlook, PowerPoint)

How to Apply

Click Apply Now!