



# 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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# Job Board Posting



Careers.Indigenous.Link

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## Office Administrator

<b>Job ID</b>	<b>OA-RU-YD-05-22-22</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=OA-RU-YD-05-22-22">https://careers.indigenous.link/viewjob?jobname=OA-RU-YD-05-22-22</a>	
<b>Company</b>	Cloverdale Fuel Ltd.	
<b>Location</b>	Langley, British Columbia	
<b>Date Posted</b>	From: 2018-06-20	To: 2018-12-17
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$24.50 per Hour, for 40 hours per week	
<b>Languages</b>	English	

### Description

Cloverdale Fuel Ltd. located at 20489-102B Avenue, Langley, BC, Canada V1M 3H3 is currently looking for one Office Administrator to join their team as soon as possible.

Position Available: 1

Terms of Employment: Full Time and Permanent

Location: 20489-102B Avenue, Langley, BC, Canada V1M 3H3

Job Duties:

- Review, evaluate and implement new administrative procedures.
- Establish work priorities and ensure procedures are followed and deadlines are met.
- Carry out administrative activities of establishment.
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation.
- Plan and Coordinate for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services.
- Maintain inventory and budgetary controls and assist in the preparation of operating budget.
- Assemble data and prepare periodic and special reports, manuals and correspondence.
- Oversee and co-ordinate office administrative procedures and activities.
- Delegate work to office support staff.

### Experience

1-2 years of related work experience is required.

### Education Requirements

Completion of secondary school

### Work Environment

Fast-paced environment, Attention to Detail, Tight Deadlines, Work under pressure

### Other

Personal Suitability: Excellent oral communication, Reliability, Flexibility, Organized, Excellent written communication, Effective interpersonal skills

Business Equipment and Computer Applications: Electronic mail, spreadsheet, MS Word, MS Outlook, MS Windows, MS Excel, MS PowerPoint, MS Office

### **How to Apply**

Candidates legally entitled to work in Canada can apply at Email: [cloverdalejobs@gmail.com](mailto:cloverdalejobs@gmail.com)