



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

Office Administrative Assistant

Job ID	SW-EB-RF-03-06-50	
Web Address	https://careers.indigenous.link/viewjob?jobname=SW-EB-RF-03-06-50	
Company	Planet Financial Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2018-06-09	To: 2018-12-06
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.89 - \$21.50 Per Hour For 35-40 hours Per Week	
Languages	English	

Description

Job Location: 42 2355 Derry E., Mississauga, ON, L5S1V6

Positions: Office Administrative Assistant (1)

Terms of employment: Full time, Permanent

Job duties:

- Use computers for various applications, such as database management or word processing.
- Answer telephones and e-mails inquiries and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents.
- Greet visitors and handle their inquiries or direct them to the appropriate persons according to their needs
- Schedule and confirm appointments for clients, customers, or supervisors.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Order and dispense office supplies, maintain inventory
- Arrange and confirm conference or meeting for employer.
- Supervise other clerical staff and provide training and orientation to new staff.

Experience

6 month to 1 year of experience in office administration is required

Education Requirements

Completion of Secondary School

How to Apply

Contact: hr.planetfinancial@outlook.com

Job Board Posting

Date Printed: 2024/05/04

Office Administrative Assistant

Job ID	NCW00371	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW00371	
Company	Planet Financial Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2018-06-09	To: 2018-12-06
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.89 - \$21.50 Per Hour For 35-40 hours Per Week	
Languages	English	

Description

Job Location: 42 2355 Derry E., Mississauga, ON, L5S1V6

Positions: Office Administrative Assistant (1)

Terms of employment: Full time, Permanent

Job duties:

• Use computers for various applications, such as database management or word processing.

• Answer telephones and e-mails inquiries and give information to callers, take messages, or transfer calls to appropriate individuals.

• Create, maintain, and enter information into databases.

• Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents.

• Greet visitors and handle their inquiries or direct them to the appropriate persons according to their needs

• Schedule and confirm appointments for clients, customers, or supervisors.

• Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.

• Open, read, route, and distribute incoming mail or other materials and answer routine letters.

• Order and dispense office supplies, maintain inventory

• Arrange and confirm conference or meeting for employer.

• Supervise other clerical staff and provide training and orientation to new staff.

Experience

6 month to 1 year of experience in office administration is required

Education Requirements

Completion of Secondary School

How to Apply

Contact: hr.planetfinancial@outlook.com

Job Board Posting

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

Date Printed: 2024/05/04

Office Administrative Assistant

Job ID	HMHCPUAW10326	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=HMHCPUAW10326	
Company	Planet Financial Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2018-06-09	To: 2018-12-06
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.89 - \$21.50 Per Hour For 35-40 hours Per Week	
Languages	English	

Description

Job Location: 42 2355 Derry E., Mississauga, ON, L5S1V6

Positions: Office Administrative Assistant (1)

Terms of employment: Full time, Permanent

Job duties:

- Use computers for various applications, such as database management or word processing.
- Answer telephones and e-mails inquiries and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents.
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- Supervise other clerical staff and provide training and orientation to new staff.

Experience

6 month to 1 year of experience in office administration is required

Education Requirements

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How to Apply

Contact: hr.planetfinancial@outlook.com