



# 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.Link's 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

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## Administrative Assistant

<b>Job ID</b>	<b>TD-QK-FN-05-14-25</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=TD-QK-FN-05-14-25">https://careers.indigenous.link/viewjob?jobname=TD-QK-FN-05-14-25</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>	\$23.50 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 Administrative Assistant 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:

- Prepare and minutes of meetings
- Determine and establish office procedures and routines
- 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
- General photocopying, faxing, mailing, creating labels and file maintenance.
- 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 appropriate person.
- Assist with administrative duties, as needed.

### Experience

Completion of 1-2-year college or other program for administrative Assistants or Secretaries or 1-2 years of relevant work experience

### Education Requirements

Completion of secondary school

### Work Environment

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

### Other

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

Business Equipment and Computer Applications: MS Excel, MS Office, MS Word, MS PowerPoint, MS Access, MS Windows

### How to Apply

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