



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: 2024/05/03

Administrative Officer (NOC: 1221)

Job ID	ZG-ZM-VW-06-02-33	
Web Address	https://careers.indigenous.link/viewjob?jobname=ZG-ZM-VW-06-02-33	
Company	741235 Alberta Ltd. O/a Pirani Group	
Location	Edmonton, Alberta	
Date Posted	From: 2018-06-11	To: 2018-12-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.50 Hourly, For 40.00 Hours Per Week	
Languages	English	

Description

Job Types: Regular job

Terms of Employment: Permanent, Full Time, Day

Vacancies: 1

Skill Requirements:

Business Equipment and Computer Applications: Electronic mail; MS Office

Specific Skills: 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; Oversee and co-ordinate office administrative procedures; Review, evaluate and implement new administrative procedures; Establish work priorities and ensure procedures are followed and deadlines are met; Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services; Assemble data and prepare periodic and special reports, manuals and correspondence

Security and Safety: Criminal record check

Work Conditions and Physical Capabilities: Work under pressure; Attention to detail; Tight deadlines

Ability to Supervise: 5-10 people

Personal Suitability: Effective interpersonal skills; Flexibility; Reliability; Organized

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Additional Skills

Delegate work to office support staff

Other

Business Address and Job Location: 18835 -111 Avenue NW, Edmonton, AB T5S 2X4.

How to Apply

By E-mail:

piranigroup.resumes@yahoo.ca

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

Administrative Officer (NOC: 1221)

Job ID	NCW00384	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW00384	
Company	741235 Alberta Ltd. O/a Pirani Group	
Location	Edmonton, Alberta	
Date Posted	From: 2018-06-11	To: 2018-12-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.50 Hourly, For 40.00 Hours Per Week	
Languages	English	

Description

Job Types: Regular job

Terms of Employment: Permanent, Full Time, Day

Vacancies: 1

Skill Requirements:

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Additional Skills

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piranigroup.resumes@yahoo.ca

Job Board Posting

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

Date Printed: 2024/05/03

Administrative Officer (NOC: 1221)

Job ID	LTYZSSCZ10338
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=LTYZSSCZ10338
Company	741235 Alberta Ltd. O/a Pirani Group
Location	Edmonton, Alberta
Date Posted	From: 2018-06-11 To: 2018-12-08
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$24.50 Hourly, For 40.00 Hours Per Week
Languages	English

Description

Job Types: Regular job

Terms of Employment: Permanent, Full Time, Day

Vacancies: 1

Skill Requirements:

Business Equipment and Computer Applications: Electronic mail; MS Office

Specific Skills: 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; Oversee and co-ordinate office administrative procedures; Review, evaluate and implement new administrative procedures; Establish work priorities and ensure procedures are followed and deadlines are met; Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services; Assemble data and prepare periodic and special reports, manuals and correspondence

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