

**Competitive Edge Media Group** 

in partnership with Indigenous Link

Since 1999, Competitive Edge Media Group Inc. has been dedicated to designing various tools to communicate with underrepresented groups across Canada. Since then, our recruiting strategy has been very successful at helping both employers and job seekers find employment in Canada.

As part of our company's ongoing commitment in providing quality employment services to Canadian job seekers, we introduced three job boards and related services that are fully-focused on helping 'newcomers' to Canada, 'youth' and refugees/asylum seekers.

- NewCanadianWorker.ca (New to work-force, new canadians & immigrants)
- NoExperienceneeded.ca (Students & entry-level job-seekers)
- APathForAll.com (Refugees & asylum seekers)

Through our strategic partnership with Indigenous Link's Diversity Recruitment Program, Careers.Indigenous.Link offers the hottest job listings for Canada's largest corporations and government departments. Indigenous Job Seekers can find thousands of Indigenous-specific jobs in just about every industry, city, province and postal code. The team behind Indigenous Link is dedicated to connecting Indigenous Peoples of Canada with great jobs.

Competitive Edge Media Group Inc. will continue to add services and enhance functionality ensuring a more effective employer and job-seeker experience.

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**

Date Printed: 2024/05/18



### Receptionist (NOC 14101)

#### Job ID E5-40-A5-07-AB-C3 Web Address https://careers.indigenous.link/viewjob?jobname=E5-40-A5-07-AB-C3 Yeg It Solution Inc O/a Yeg It Solution Company Location Edmonton, Alberta From: 2024-04-23 To: 2024-10-20 **Date Posted** Job Type: Full-time Category: Office Job Start Date As soon as possible **Job Salary** \$19.00 / Hour For 40 Hours / Week Languages English Description Vacancies: 2 Terms of employment: Permanent, Full time, Day Job requirements Tasks Greet people and direct them to contacts or service areas, Provide basic information to clients and the public, Order office supplies, Schedule and confirm appointments, Maintain work records and logs, Answer telephone and relay telephone calls and messages, Receive and issue payments Work Conditions and physical capabilities Fast paced environment, Work under pressure, Sitting

Experience

Will train

### **Education Requirements**

Secondary (high) school graduation certificate

#### Other

Business and Job location: 10325 61 Ave NW Edmonton, Alberta T6H 1K9

#### How to Apply

By email

yegitsolution@outlook.com

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## Receptionist (NOC 14101)

| Job ID<br>Web Address<br>Company<br>Location<br>Date Posted<br>Job<br>Job Start Date<br>Job Salary<br>Languages  | 29B5110B3209F<br>http://NewCanadianWorker.ca/viewju<br>Yeg It Solution Inc O/a Yeg It Solution<br>Edmonton, Alberta<br>From: 2024-04-23<br>Type: Full-time<br>As soon as possible<br>\$19.00 / Hour For 40 Hours / Week<br>English | • |  |
|--|--|---|--|
| Description   Vacancies: 2   Terms of employment: Permanent, Full time, Day   Job requirements   Tasks   Greet people and direct them to contacts or service areas, Provide basic information to clients and the public, Order   office supplies, Schedule and confirm appointments, Maintain work records and logs, Answer telephone and relay   telephone calls and messages, Receive and issue payments   Work Conditions and physical capabilities   Fast paced environment, Work under pressure, Sitting   Experience   Will train   Education Requirements   Secondary (high) school graduation certificate   Other   Business and Job location: 10325 61 Ave NW Edmonton, Alberta T6H 1K9   How to Apply   By email   yegitsolution@outlook.com |  |   |  |

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| Job ID<br>Web Address<br>Company<br>Location<br>Date Posted<br>Job<br>Job Start Date<br>Job Salary<br>Languages  | B1798A65FA152<br>http://NoExperienceNeeded.ca/view<br>Yeg It Solution Inc O/a Yeg It Solution<br>Edmonton, Alberta<br>From: 2024-04-23<br>Type: Full-time<br>As soon as possible<br>\$19.00 / Hour For 40 Hours / Week<br>English |  |  |
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