



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



Careers.Indigenous.Link

Date Printed: 2024/05/19

Administrative Assistant

Job ID	35-DA-07-46-8F-5A	
Web Address	https://careers.indigenous.link/viewjob?jobname=35-DA-07-46-8F-5A	
Company	Reliable Staffing	
Location	Etobicoke, Ontario	
Date Posted	From: 2021-05-11	To: 2021-11-07
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.00/hour	
Languages	English	

Description

Job location: 11 Steinway Blvd Suite # 14, Etobicoke, Ontario M9W 6S9

Job duties include:

- Organize office tasks to ensure productivity and consistency
- Accountable for planning and affirming arrangements of existing and potential clients
- Prepare invoices and follow-ups with clients
- Handle telephonic, email and other inquiries
- Welcome and greet clients and respond to their queries
- Maintain and update records/databases of clients and other correspondence
- Ordering and managing office supplies as per the requirement
- Schedule appointments and prepare essential paperwork
- Provide assistance to other staff in administrative operations as required.

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

How to Apply

Email: reliablestaffingjobs2021@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/19

Administrative Assistant

Job ID	6CF0AEC955F90	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=6CF0AEC955F90	
Company	Reliable Staffing	
Location	Etobicoke, Ontario	
Date Posted	From: 2021-05-11	To: 2021-11-07
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.00/hour	
Languages	English	

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How to Apply

Email: reliablestaffingjobs2021@gmail.com

Job Board Posting

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

Date Printed: 2024/05/19

Administrative Assistant

Job ID	E0E56F963E554	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=E0E56F963E554	
Company	Reliable Staffing	
Location	Etobicoke, Ontario	
Date Posted	From: 2021-05-11	To: 2021-11-07
Job	Type: Full-time	Category: Office
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