



## 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

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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](mailto:reliablestaffingjobs2021@gmail.com)

# Job Board Posting

Date Printed: 2024/05/19

## Administrative Assistant

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

### Description

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### Education Requirements

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### How to Apply

Email: [reliablestaffingjobs2021@gmail.com](mailto: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

<b>Job ID</b>	<b>E0E56F963E554</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=E0E56F963E554">http://NoExperienceNeeded.ca/viewjob?jobname=E0E56F963E554</a>	
<b>Company</b>	Reliable Staffing	
<b>Location</b>	Etobicoke, Ontario	
<b>Date Posted</b>	From: 2021-05-11	To: 2021-11-07
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$24.00/hour	
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Email: [reliablestaffingjobs2021@gmail.com](mailto:reliablestaffingjobs2021@gmail.com)