



## 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: 2024/05/18

## Executive Secretary (except Legal And Medical) (NOC: 1241)

<b>Job ID</b>	<b>A3-21-A7-52-D5-C2</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A3-21-A7-52-D5-C2">https://careers.indigenous.link/viewjob?jobname=A3-21-A7-52-D5-C2</a>	
<b>Company</b>	Preferred Accounting Services Inc.	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2020-09-30	To: 2021-03-29
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22.00 / Hour For 40 Hours / Week	
<b>Languages</b>	English	

### Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Business Equipment and Computer Applications: MS Office

Specific Skills: Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Order office supplies and maintain inventory, 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, Set up and maintain manual and computerized information filing systems

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### Other

Business and Job location: 4128A 97 Street NW, Edmonton, AB T6E 5Y6

### How to Apply

By email:

[preferredacc@gmail.com](mailto:preferredacc@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/18

## Executive Secretary (except Legal And Medical) (NOC: 1241)

<b>Job ID</b>	<b>7F4C2674F0C43</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=7F4C2674F0C43">http://NewCanadianWorker.ca/viewjob?jobname=7F4C2674F0C43</a>	
<b>Company</b>	Preferred Accounting Services Inc.	
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# Job Board Posting

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

Date Printed: 2024/05/18

## Executive Secretary (except Legal And Medical) (NOC: 1241)

<b>Job ID</b>	<b>EE6166F806062</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=EE6166F806062">http://NoExperienceNeeded.ca/viewjob?jobname=EE6166F806062</a>	
<b>Company</b>	Preferred Accounting Services Inc.	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2020-09-30	To: 2021-03-29
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22.00 / Hour For 40 Hours / Week	
<b>Languages</b>	English	

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Job requirements

Business Equipment and Computer Applications: MS Office

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