



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.Link's 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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Administrative Assistant

Job ID	76-45-0D-FB-2D-BE	
Web Address	https://careers.indigenous.link/viewjob?jobname=76-45-0D-FB-2D-BE	
Company	Akai Warrior Enterprises Ltd	
Location	Chestermere, Alberta	
Date Posted	From: 2021-01-19	To: 2021-07-18
Job	Type: Full-time	Category: Transportation
Job Start Date	As soon as possible	
Job Salary	\$26.00 / hour for 36 to 44 hours / week	
Languages	English	

Description

Location: 112 Willowmere Close, Chestermere, AB T1X 1S3 Vacancies 2 Employment groups: Indigenous people Terms of employment Permanent employment, Full time Employment conditions: Overtime, Morning, Day, Evening, Shift, Weekend, Flexible hours Job requirements Education Secondary (high) school graduation certificate Experience 1 year to less than 2 years Work Conditions and Physical Capabilities Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail Personal Suitability Ability to multitask, Excellent oral communication, Flexibility, Client focus, Reliability, Excellent written communication, Team player, Accurate Specific Skills Record and prepare minutes of meetings, seminars and conferences, Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas, Arrange travel, related itineraries and make reservations, 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

How to Apply

By email akalwarrior@outlook.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/05

Administrative Assistant

Job ID	A80112A588103	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=A80112A588103	
Company	Akal Warrior Enterprises Ltd	
Location	Chestermere, Alberta	
Date Posted	From: 2021-01-19	To: 2021-07-18
Job	Type: Full-time	Category: Transportation
Job Start Date	As soon as possible	
Job Salary	\$26.00 / hour for 36 to 44 hours / week	
Languages	English	

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Location: 112 Willowmere Close, Chestermere, AB T1X 1S3 Vacancies 2 Employment groups: Indigenous people Terms of employment Permanent employment, Full time Employment conditions: Overtime, Morning, Day, Evening, Shift, Weekend, Flexible hours Job requirements Education Secondary (high) school graduation certificate Experience 1 year to less than 2 years Work Conditions and Physical Capabilities Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail Personal Suitability Ability to multitask, Excellent oral communication, Flexibility, Client focus, Reliability, Excellent written communication, Team player, Accurate Specific Skills Record and prepare minutes of meetings, seminars and conferences, Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas, Arrange travel, related itineraries and make reservations, 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

How to Apply

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Job Board Posting

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

Date Printed: 2024/05/05

Administrative Assistant

Job ID	956DB849D0D45	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=956DB849D0D45	
Company	Akal Warrior Enterprises Ltd	
Location	Chestermere, Alberta	
Date Posted	From: 2021-01-19	To: 2021-07-18
Job	Type: Full-time	Category: Transportation
Job Start Date	As soon as possible	
Job Salary	\$26.00 / hour for 36 to 44 hours / week	
Languages	English	

Description

Location: 112 Willowmere Close, Chestermere, AB T1X 1S3 Vacancies 2 Employment groups: Indigenous people Terms of employment Permanent employment, Full time Employment conditions: Overtime, Morning, Day, Evening, Shift, Weekend, Flexible hours Job requirements Education Secondary (high) school graduation certificate Experience 1 year to less than 2 years Work Conditions and Physical Capabilities Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail Personal Suitability Ability to multitask, Excellent oral communication, Flexibility, Client focus, Reliability, Excellent written communication, Team player, Accurate Specific Skills Record and prepare minutes of meetings, seminars and conferences, Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas, Arrange travel, related itineraries and make reservations, 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

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