



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.Links 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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Administration Officer

Job ID	D7-2D-18-A1-C3-9C	
Web Address	https://careers.indigenous.link/viewjob?jobname=D7-2D-18-A1-C3-9C	
Company	Asian Legend	
Location	Scarborough, Ontario	
Date Posted	From: 2021-01-19	To: 2021-07-18
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00/Hour For 35 Hours/Week	
Languages	English	

Description

Asian Legend is a Chinese restaurant with eight locations in the Greater Toronto Area and one location in St. Catharines. Asian Legend is specialized in traditional Northern dim sum and stir fry. We are located at 4452 Sheppard Avenue East, Scarborough, ON M1S 1V2. Vacancies: 1 Terms: Permanent, Full-time

Experience

3 years to less than 5 years of related work experience

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Essential Skills

Review, evaluate and implement new administrative procedures, Establish work priorities and ensure procedures are followed and deadlines are met, Carry out administrative activities of establishment, Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services, Assist in the preparation of operating budget and maintain inventory and budgetary controls, Assemble data and prepare periodic and special reports, manuals and correspondence, Oversee and co-ordinate office administrative procedures

Additional Skills

MS Office

How to Apply

If you are interested in this position, please email your cover letter and resume (2 pages) to bryan@asianlegend.ca

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/05

Administration Officer

Job ID	A83C819B8906D	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=A83C819B8906D	
Company	Asian Legend	
Location	Scarborough, Ontario	
Date Posted	From: 2021-01-19	To: 2021-07-18
Job	Type: Full-time	Category: Office
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Job Board Posting

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

Date Printed: 2024/05/05

Administration Officer

Job ID	1384E52D46448	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=1384E52D46448	
Company	Asian Legend	
Location	Scarborough, Ontario	
Date Posted	From: 2021-01-19	To: 2021-07-18
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00/Hour For 35 Hours/Week	
Languages	English	

Description

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