

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.

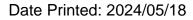
- NewCanadianWorker.ca (New to work-force, new canadians & immigrants)
- NoExperienceneeded.ca (Students & entry-level job-seekers)
- APathForAll.com (Refugees & asylum seekers)

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





Administrative Assistant (NOC 1241)

Job ID	78-76-1E-99-CC-3E	
Web Address	https://careers.indigenous.link/viewjob?jobname=78-76-1E-99-CC-3E	
Company	Sukhcharan Transport Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-23	To: 2024-10-20
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.71 / Hour For 40 Hours / Week	
Languages	English	

Description

Vacancies: 1 Terms of employment: Permanent, Full time, Day Job requirements **Business Equipment and Computer Applications** MS Office, Electronic mail Tasks Arrange and co-ordinate seminars, conferences, etc., 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, 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 Experience 1 year to less than 2 years **Education Requirements** Secondary (high) school graduation certificate Other Business and Job location: 3021 15 Ave NW Edmonton AB T6T 0Z5 How to Apply By email

jobs.sukhcharantransport@yahoo.com

Job Board Posting

Date Printed: 2024/05/18



Administrative Assistant (NOC 1241)

Job ID	B12C75508D389	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=B12C75508D389	
Company	Sukhcharan Transport Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-23	To: 2024-10-20
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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jobs.sukhcharantransport@yahoo.com

Job Board Posting



your place for a first step or a fresh start

Date Printed: 2024/05/18

Administrative Assistant (NOC 1241)

Job ID	718067F345DD2	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=718067F345DD2	
Company	Sukhcharan Transport Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-23	To: 2024-10-20
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.71 / Hour For 40 Hours / Week	
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