



## 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

## Office Administrator (NOC 13100)

<b>Job ID</b>	<b>DD-D0-B2-32-DE-6D</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=DD-D0-B2-32-DE-6D">https://careers.indigenous.link/viewjob?jobname=DD-D0-B2-32-DE-6D</a>	
<b>Company</b>	Roop Drywall Ltd. O/A Roop Drywall Ltd.	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-04-23	To: 2024-10-20
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$29.50/ 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

Electronic mail, MS Office

Tasks

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, Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation, Assist in the preparation of operating budget and maintain inventory and budgetary controls, Oversee and co-ordinate office administrative procedures

### Experience

2 years to less than 3 years

### Education Requirements

Secondary (high) school graduation certificate

### Other

Business and Job location: 4443 30 St NW Edmonton AB T6T 1H1

### How to Apply

By email

[jobs.roopdrywall@outlook.com](mailto:jobs.roopdrywall@outlook.com)

# Job Board Posting

Date Printed: 2024/05/18

## Office Administrator (NOC 13100)

<b>Job ID</b>	<b>BFD0FDC0425AA</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=BFD0FDC0425AA">http://NewCanadianWorker.ca/viewjob?jobname=BFD0FDC0425AA</a>	
<b>Company</b>	Roop Drywall Ltd. O/A Roop Drywall Ltd.	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-04-23	To: 2024-10-20
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$29.50/ 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

Electronic mail, MS Office

Tasks

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, Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation, Assist in the preparation of operating budget and maintain inventory and budgetary controls, Oversee and co-ordinate office administrative procedures

### Experience

2 years to less than 3 years

### Education Requirements

Secondary (high) school graduation certificate

### Other

Business and Job location: 4443 30 St NW Edmonton AB T6T 1H1

### How to Apply

By email

[jobs.roopdrywall@outlook.com](mailto:jobs.roopdrywall@outlook.com)

# Job Board Posting

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

Date Printed: 2024/05/18

## Office Administrator (NOC 13100)

<b>Job ID</b>	<b>CFE9FE1125CA0</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=CFE9FE1125CA0">http://NoExperienceNeeded.ca/viewjob?jobname=CFE9FE1125CA0</a>	
<b>Company</b>	Roop Drywall Ltd. O/A Roop Drywall Ltd.	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-04-23	To: 2024-10-20
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$29.50/ 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

Electronic mail, MS Office

Tasks

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, Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation, Assist in the preparation of operating budget and maintain inventory and budgetary controls, Oversee and co-ordinate office administrative procedures

### Experience

2 years to less than 3 years

### Education Requirements

Secondary (high) school graduation certificate

### Other

Business and Job location: 4443 30 St NW Edmonton AB T6T 1H1

### How to Apply

By email

[jobs.roopdrywall@outlook.com](mailto:jobs.roopdrywall@outlook.com)