



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: 2024/05/02

Office Administrative Assistant

Job ID	69-D6-B4-8A-39-80	
Web Address	https://careers.indigenous.link/viewjob?jobname=69-D6-B4-8A-39-80	
Company	Foley Merchandising Solutions Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2020-12-15	To: 2021-06-13
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23/hour For 33 hours/week	
Languages	English	

Description

Vacancies: 1 Terms of employment: Permanent Employment conditions: Morning, Day, Evening, Weekend Job requirements Personal Suitability Reliability, Organized Business Equipment and Computer Applications MS Excel, MS Word Intended job posting audience Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

Experience

1 to less than 7 months

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

Record and prepare minutes of meetings, seminars and conferences, 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

Work Environment

Private Sector

Additional Skills

Attention to detail

How to Apply

By email foleymscanada@hotmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

Office Administrative Assistant

Job ID	NCW000685	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW000685	
Company	Foley Merchandising Solutions Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2020-12-15	To: 2021-06-13
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23/hour For 33 hours/week	
Languages	English	

Description

Vacancies: 1 Terms of employment: Permanent Employment conditions: Morning, Day, Evening, Weekend Job requirements Personal Suitability Reliability, Organized Business Equipment and Computer Applications MS Excel, MS Word Intended job posting audience Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

Experience

1 to less than 7 months

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

Record and prepare minutes of meetings, seminars and conferences, 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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Job Board Posting

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

Date Printed: 2024/05/02

Office Administrative Assistant

Job ID	XILLRSXL20435	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=XILLRSXL20435	
Company	Foley Merchandising Solutions Inc.	
Location	Mississauga, Ontario	
Date Posted	From: 2020-12-15	To: 2021-06-13
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23/hour For 33 hours/week	
Languages	English	

Description

Vacancies: 1 Terms of employment: Permanent Employment conditions: Morning, Day, Evening, Weekend Job requirements Personal Suitability Reliability, Organized Business Equipment and Computer Applications MS Excel, MS Word Intended job posting audience Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

Experience

1 to less than 7 months

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

Record and prepare minutes of meetings, seminars and conferences, 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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