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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/29

Administrative Assistant

Job ID	**90-D8-0B-52-99-FC**	
Web Address	https://careers.indigenous.link/viewjob?jobname=90-D8-0B-52-99-FC	
Company	10948276 Canada Inc. o/a Future Up Inc.	
Location	North York, Ontario	
Date Posted	From: 2022-11-16	To: 2023-05-15
Job	Type: Full-time	Category: Human Resources
Job Start Date	As soon as possible	
Job Salary	$24.50 Per Hour, 35 Hours Per Week.	
Languages	English	

Description

10948276 Canada Inc. o/a Future Up Inc. is an education support institution that provides private tutoring and teaching services to a wide varity of students. We provide support and guidance in a variety of programs and subjects to our clients, helping them excel in their learning. We are located at 909-250 Consumers Rd, North York, Ontario, M2J 4V6. Terms of Employment: - Permanent Full-Time Position - Positions Available: 1

Experience

1 year to less than 2 years related work experience

Education Requirements

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

Essential Skills

Arrange and co-ordinate seminars, conferences, etc.; Determine and establish office procedures and routines; Schedule and confirm appointments; Answer electronic enquiries; Compile data, statistics and other information; Order office supplies and maintain inventory; Greet people and direct them to contacts or service areas; 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; Type and proofread correspondence, forms and other documents.

Additional Skills

Excellent oral communication; Excellent written communication; Flexibility; Organized

How to Apply

If you are interested in this position, please email your resume and cover letter to info@futureupedu.com.

Job Board Posting

Date Printed: 2024/03/29

Administrative Assistant

Job ID	**7B62DD8C7184D**	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=7B62DD8C7184D	
Company	10948276 Canada Inc. o/a Future Up Inc.	
Location	North York, Ontario	
Date Posted	From: 2022-11-16	To: 2023-05-15
Job	Type: Full-time	Category: Human Resources
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Job Board Posting

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

Date Printed: 2024/03/29

Administrative Assistant

Job ID	**83A0E36D7D662**	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=83A0E36D7D662	
Company	10948276 Canada Inc. o/a Future Up Inc.	
Location	North York, Ontario	
Date Posted	From: 2022-11-16	To: 2023-05-15
Job	Type: Full-time	Category: Human Resources
Job Start Date	As soon as possible	
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