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

Receptionist

Job ID	**84-F3-57-1A-90-2C**	
Web Address	https://careers.indigenous.link/viewjob?jobname=84-F3-57-1A-90-2C	
Company	Altis Human Resources	
Location	Toronto, Ontario	
Date Posted	From: 2019-09-09	To: 2020-03-07
Job	Type: Full-time	Category: Office
Job Start Date	October 1st, 2019	
Job Salary	$40-$45K	
Languages	English	

Description

Our client, a boutique consulting firm located in downtown Toronto, is seeking a bright Receptionist to join their team. This position offers the chance to join a dynamic environment in a great location and offers fantastic growth potential! Roles and Responsibilities Act as a front point of contact Greet and direct visitors Answer and screen calls Coordinate mail and couriers Order office supplies Conduct travel arrangements Coordinator all meetings Scheduling Set up meeting rooms Other administrative tasks as required Qualifications and Experience Administrative/Reception experience is strongly preferred Must have excellent verbal and written communication skills Must have excellent client service skills Must be proficient in Microsoft Office Suite Must be detail-oriented and organized Must have a friendly and positive attitude Recent grads are welcome Interest in the legal industry is a strong asset Experience working in a corporate environment is a strong asset

Education Requirements

Must have completed post-secondary education

Work Environment

How to Apply

Interested and qualified applicants, please submit your resume to Nicole.Renouf@altishr.com

Job Board Posting

Date Printed: 2024/03/29

Receptionist

Job ID	**NCW000489**	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW000489	
Company	Altis Human Resources	
Location	Toronto, Ontario	
Date Posted	From: 2019-09-09	To: 2020-03-07
Job	Type: Full-time	Category: Office
Job Start Date	October 1st, 2019	
Job Salary	$40-$45K	
Languages	English	

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