

ADMINISTRATIVE ASSISTANT (NOC 13110)

Posted By: MOXIE'S & RESTAURANTS, L.P. O/A MOXIE'S GRILL & BAR

Location: Vancouver

Salary: \$28.85 Per Hour

JOB ID : RJ2366364

Posting Date : 26-Feb-2026

Expiry date : 25-Aug-2026

Education : Secondary (high) school graduation certificate

Language : ENGLISH

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

TITLE: ADMINISTRATIVE ASSISTANT (NOC 13110)

EMPLOYER: MOXIE'S & RESTAURANTS, L.P. O/A MOXIE'S GRILL & BAR

Job details

Vancouver, BC
V6B 4P4

On site

28.85 hourly / 35 to 40 hours per week

Permanent employment
Full time

Day

Starts as soon as possible

Benefits: [Other benefits](#) - Vacation pay is paid in accordance with pro

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to wo

Work setting

Hotel, motel, resort

5 days of paid sick leave per year as per BC employment standards.

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.
Coordinate the activities of the HR department in order to ensure they meet
Plan and control budget and expenditures
Establish and implement policies and procedures
Record and prepare minutes of meetings, seminars and conferences
Plan, develop and implement recruitment strategies
Schedule and confirm appointments
Manage training and development strategies
Answer telephone and relay telephone calls and messages
Oversee the analysis of employee data and information
Answer electronic enquiries
Oversee development of communication strategies
Compile data, statistics and other information
Respond to employee questions and complaints
Arrange travel, related itineraries and make reservations
Greet people and direct them to contacts or service areas
Perform data entry
Consult with clients after sale to provide ongoing support
Supervise office and volunteer staff

Additional information

Personal suitability

Flexibility
Judgement
Team player
Quick learner

Benefits

Other benefits

Other benefits - Vacation pay is paid in accordance with provincial Labour

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents
- other candidates, with or without a valid Canadian work permit

How to apply

By email

koiom@moxies.ca

By phone

604-684-8434 Between 10:00 AM and 05:00 AM

By mail

180 W GEORGIA STREET
VANCOUVER, BC
V6B 4P4

What you must include in your application:

- Cover letter

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: koiom@moxies.ca

Posted on refugeejobportal.com