



ADMINISTRATIVE ASSISTANT (NOC 13110)

Posted by **MOXIE'S & RESTAURANTS, L.P. O/A MOXIE'S GRILL & BAR**

Posting Date : 26-Feb-2026

Closing Date : 25-Aug-2026

Location : Vancouver

Salary : \$28.85 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** ENGLISH
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ2336786

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 provincial Labour standards

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 work remotely.

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 the organization's goals
- 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 standards

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 Aboriginaljobsincanada.Com

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- 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