



# 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](mailto:koiom@moxies.ca)

**Posted On [Aboriginaljobsincanada.Com](http://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](mailto: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