



---

# administrative assistant

**Posted by:** Alphabet Day Care Inc.

**Location:** High Level

**Salary:** \$23.00 hourly / 40 hours per week Per Week

---

## Job Details

---

**Job ID**

NCJ4747865

---

**Posting Date :** 23-Dec-2025

---

**Expiry Date :** 21-Jun-2026

---

**Education :** Secondary (high) school graduation certificate or equivalent experience

---

**Language :** English

---

**Vacancies :** 1

---

**Years of Experience :** 1 year

---

**Job Type :** Full Time

---

## Job Description

---

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: [apply.aplhabetdaycare@gmail.com](mailto:apply.aplhabetdaycare@gmail.com)

**Posted on [newcomerjobsincanada.com](http://newcomerjobsincanada.com)**