



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 Details

Job ID

NCJ4482235

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

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

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 th

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 Lab

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

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