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ADMINISTRATIVE ASSISTANT

Posted by: Lobster Port

Posting date: 30-Aug-2024 **Closing date:** 26-Feb-2025

Education: Completion of a one- or two-year college

Language: Language

Job location: Toronto ON

Salary: \$25 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5185656

Job description:

ADMINISTRATIVE ASSISTANT | LOBSTER PORT

JOB TITLE: ADMINISTRATIVE ASSISTANT | MARKHAM

CITY: MARKHAM

PROVINCE: ONTARIO

JOB CATEGORY: Restaurant – Food Service

Established in 2021, Lobster Port is an upscale restaurant specializing in trendy Cantonese cuisine with seasonal delicacies and locally sourced seafood. We promise a unique premium dining experience that combines freshness and tradition, ensuring our esteemed guests enjoy only the finest ingredients in every dish. Our commitment to high-quality seafood begins with our lobster processing plant in Halifax.

We are seeking a dynamic and organized administrative assistant to join our team at Lobster Port. As an administrative assistant, you will play a key role in supporting our restaurant's operations and ensuring a seamless guest experience.

Job Responsibilities:

- Manage reservations, including booking and updating guest information

- €Handle customer inquiries and provide excellent customer service
- €Assist in coordinating staff schedules and communication
- €Provide general administrative support to the management team
- €Assist with inventory management and ordering supplies as needed

Qualifications and Skills:

- €Previous experience in an administrative or customer service role is an asset
- €Strong organizational skills and attention to detail
- €Excellent communication and interpersonal skills
- €Ability to multitask and prioritize tasks effectively
- €Proficiency in MS Office and basic computer skills

Ø Full Time

Ø Monday to Friday

Ø Schedule: 40 hours per week

Ø \$25/HR

Required languages: ENGLISH

- €Employment requirements
- €Completion of secondary school is usually required.
- €Completion of a one- or two-year college or other program for administrative assistants or secretaries

Email Your Resume: sinocanjobs@gmail.com

Intersection | at Woodbine Ave and Esna Park Dr.