



## **administrative assistant**

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

**Posting date:** 23-Dec-2025      **Closing date:** 21-Jun-2026

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

**Language:** English

**Job location:** High Level

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

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5225991

## **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.alphabetdaycare@gmail.com](mailto:apply.alphabetdaycare@gmail.com)

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