



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

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Job location: Vancouver

Salary: \$28.85 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2030240

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 stand

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

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

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

By phone

Posted on canadianjobportal.com

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