



## **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](mailto:koiom@moxies.ca)

**By phone**

**Posted on [canadianjobportal.com](https://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