

# ADMINISTRATIVE ASSISTANT

**Posted By: Lobster Port**

**Location:** Toronto ON

**Salary:** \$25 Per Hour

**JOB ID :** RJ3652484

**Posting Date :** 30-Aug-2024

**Expiry date :** 26-Feb-2025

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

**Language :** Language

**Vacancies :** 1

**Years of Experience :** 2 years

**Job Type :** Full Time

## 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](mailto:sinocanjobs@gmail.com)

**Intersection** | at Woodbine Ave and Esna Park Dr.

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