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# Administrative Assistant

**Posted By:** Choice Projects LTD

**Location:** High Level

**Salary:** \$25.17 Hourly / 35 To 40 Hours Per Week Per Week

**JOB ID :** RJ3420193

**Posting Date :** 02-Dec-2025

**Expiry date :** 22-Dec-2025

**Education :** Secondary (high) school graduation certificate

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## 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: [choiceprojects\\_construction@outlook.com](mailto:choiceprojects_construction@outlook.com)

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