



Marketing Department Assistant

Posted by GTA Fantuan Corp.

Posting Date : 24-Nov-2025

Closing Date : 23-May-2026

Location : North York

Salary : \$6750 Per Month

Job Requirements

- **Education:** Secondary
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3221097

Job Description:

FANTUAN Delivery (GTA Fantuan Corp.), a leading food delivery platform, is currently seeking a Marketing Department Assistant to join our team in North York-Toronto, ON.

At FANTUAN Delivery, we believe in providing our employees with an environment where they can thrive and make a real difference. You will have the opportunity to work with a passionate team, leverage leading-edge technology, and help shape the future of the food delivery industry.

Title: Marketing Department Assistant

Wage: \$6,750/month

Working Hours: 40 hours/week

Terms of Employment: Full-Time, Permanent

Work Location: North York, ON

Your role:

- Prepare and revise marketing documents, emails, presentations, and basic reports.
- Handle incoming mail, emails, and messages, and forward information to the appropriate team member.
- Schedule and confirm meetings and appointments for the marketing team.
- Monitor office and marketing supplies, place simple purchase requests, and maintain

inventory records.

- Respond to phone and digital inquiries and relay messages as needed.
- Maintain organized filing systems for digital and physical marketing records.
- Set up office procedures to support daily administrative workflows.
- Greet visitors and direct them to the appropriate team member.
- Assist with meeting notes and simple summaries for internal use.
- Help arrange travel bookings for team members when required.
- Compile basic data or information to assist with marketing research tasks.
- Provide simple guidance to new administrative staff on routine procedures when assigned.
- Support logistical tasks for marketing events, such as preparing materials or coordinating supplies.

What we're looking for:

- Completion of secondary education is preferred.

- Strong written and verbal communication skills
- High level of organization and attention to detail
- 2 years' experience in administration or a related field, preferably in a marketing setting

Please send your resume via email to chloezhao@fantuan.ca; only qualified candidates will be considered.

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: chloezhao@fantuan.ca

Posted on Disabled job Portal