



## **administrative assistant**

**Posted by Choice Projects LTD**

**Posting Date :** 01-Dec-2025

**Closing Date :** 21-Dec-2025

**Location :** High Level

**Salary :** \$25.17 hourly / 35 to 40 hours per week Per Week

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1973463

### **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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