



## ADMINISTRATIVE ASSISTANT

Posted by LOBSTER PORT

**Posting Date :** 10-Nov-2024

**Closing Date :** 05-Nov-2025

**Location :** Toronto

**Salary :** \$25 Per Hour

### Job Requirements

- **Education:** Completion of a one- or two-year college
- **Language:** language
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3527721

### Job Description:

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

- Full Time
- Monday to Friday
- Schedule:
- 40 hours per week
- \$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** | Leslie and Highway 7. New Location at Woodbine Ave and Esna Park Dr.

**Posted on Disabled job Portal**