



# Administrative Assistant

**Posted by: Choice Projects LTD**

**Location: High Level**

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

**Job ID:** YJ6167196

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

**Expiry Date:** 22-Dec-2025

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

**Language:** English

**Vacancies:** 1

**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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