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ADMINISTRATIVE ASSISTANT

Posted by **LOBSTER PORT**

Job Details

Posting Date: 10-Nov-2024

Closing Date: 09-May-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: YJ5219819

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

Intersection | Leslie and Highway 7. New Location at Woodbine Ave and Esna Park Dr.