

Youth Careers Canada is committed to ensuring young people develop the knowledge, skills and capabilities to be successful in education, work and life. Find your dream career now at [YouthCareersCanada](https://youthcareerscanada.ca)

FULL TIME JOB OPPORTUNITY

Posted on September 21, 2024

Job Expires: 2025-03-20

Salary: \$42.00

Administrative Assistant (FT Position)

Summary:

The business operating name of the location is MindTech Montessori Schools, which specializes in providing Montessori-based education for children. Their programs focus on fostering academic, social, and emotional growth using Montessori principles. The school offers educational services for children from infancy through elementary levels, with locations throughout Ontario, including this one in Markham. Their website, mindtechschools.com, provides further details about their curriculum, admissions process, and locations.

Job details:

Location: Markham, Ontario

Salary: \$34.07 / hour

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Duties:

- a) Overseeing office operations, ensuring records, files, and databases are well-maintained.
- b) Managing internal and external correspondence and communications.
- c) Coordinating meetings, appointments, and travel arrangements for staff.
- d) Monitoring office supplies and inventory, ensuring timely restocking.
- e) Assisting with basic bookkeeping and maintaining financial records.

Work Conditions and Physical Capabilities:

Ability to multitask, excellent oral and written communication, flexibility, client focus, reliability, organizational skills, team player, accuracy.

Employment Groups:

We welcome applications from youth, veterans of the Canadian Armed Forces, visible minorities, persons



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with disabilities, Indigenous people, newcomers to Canada, seniors, and apprentices.

Terms of Employment:

Permanent, Full-time: 30-40 hours/week

Start Date: As soon as possible

How to Apply:

By email: Nayu Akbar at careers@mindtechschools.com

Intended Job Posting Audience:

This position is open to anyone who can legally work in Canada. If you are not currently authorized to work in Canada, your application will not be considered.

