

Mandarin Restaurant, headquartered in Brampton, Ontario, is a legendary franchise chain proudly serving for over 46 years. We celebrate life's special moments and everyday wins with everyone. We do this with high quality food, a warm atmosphere and friendly service for our customers. The chain is comprised of 29 licensed restaurants across Ontario. Each restaurant creates award-winning Canadian and Chinese favorites with every Dine-In, Take-Out and Delivery experience.

The headquarters is currently looking for a **Full-time Administrative Assistant** (1 year contract). We are seeking a passionate and results-driven individual to join our team. This is an existing position.

RESPONSIBILITIES

- Manage the reception area, answer the door and greet visitors in a friendly and professional manner
- Handle general email inquiries
- Maintain a tidy and organized office area
- Manage paper and electronic filing systems, record information, update paperwork, and maintain documents
- Prepare documentation including correspondence, memoranda, reports and minutes
- Translate English and Chinese language documents
- Monitor and order office supplies, kitchenette items
- Receive, sort, distribute daily incoming/outcoming mail and courier
- Assist with scheduling appointments and meeting setup
- Provide administrative and office support as needed

QUALIFICATIONS

- University (Bachelors) Degree
- Excellent written and verbal communication skills
- Excellent analytical and organizational skills, with the ability to prioritize and handle multiple tasks and deadlines
- Ability to work both independently and within a team
- Attention to detail and quality
- Proficient with Microsoft Office programs
- Knowledge of Chinese input methods

COMPENSATION AND BENEFITS

- Salary Range \$40,000.00 - \$45,000.00
- Meal Benefits & Discount

Mandarin Restaurant is an equal opportunity employer offering a competitive salary and benefits package. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We sincerely thank all candidates who have applied, however, only those selected for an interview will be contacted.