



## FULL TIME JOB OPPORTUNITY

*Posted on September 21, 2024*

**Company Name:** Compest Solutions Inc.

**Job Expires:** 2025-06-15

**Job 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](http://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 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: Naya Akbar at [careers@mindtechschools.com](mailto: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.

