



Marketing Department Assistant

Posted by: GTA Fantuan Corp.

Posting date: 24-Nov-2025 **Closing date:** 23-May-2026

Education: Secondary

Language: English

Job location: North York

Salary: \$6750 Per Month

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ1916446

Job description:

FANTUAN Delivery (GTA Fantuan Corp.), a leading food delivery platform, is currently seeking a Marketing Department Assistant to join our team in North York-Toronto, ON.

At FANTUAN Delivery, we believe in providing our employees with an environment where they can thrive and make a real difference. You will have the opportunity to work with a passionate team, leverage leading-edge technology, and help shape the future of the food delivery industry.

Title: Marketing Department Assistant

Wage: \$6,750/month

Working Hours: 40 hours/week

Terms of Employment: Full-Time, Permanent

Work Location: North York, ON

Your role:

- Prepare and revise marketing documents, emails, presentations, and basic reports.
- Handle incoming mail, emails, and messages, and forward information to the appropriate team member.
- Schedule and confirm meetings and appointments for the marketing team.
- Monitor office and marketing supplies, place simple purchase requests, and maintain inventory records.
- Respond to phone and digital inquiries and relay messages as needed.
- Maintain organized filing systems for digital and physical marketing records.
- Set up office procedures to support daily administrative workflows.
- Greet visitors and direct them to the appropriate team member.
- Assist with meeting notes and simple summaries for internal use.
- Help arrange travel bookings for team members when required.
- Compile basic data or information to assist with marketing research tasks.
- Provide simple guidance to new administrative staff on routine procedures when assigned.
- Support logistical tasks for marketing events, such as preparing materials or coordinating supplies.

What we're looking for:

- Completion of secondary education is preferred.
- Strong written and verbal communication skills
- High level of organization and attention to detail
- 2 years' experience in administration or a related field, preferably in a marketing setting

Please send your resume via email to chloezhao@fantuan.ca; only qualified candidates will be considered.

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: chloezhao@fantuan.ca

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