

## **Marketing Department Assistant**

Posted by GTA Fantuan Corp.

Posting Date: 24-Nov-2025

Closing Date: 23-May-2026

**Location: North York** 

Salary: \$6750 Per Month

## **Job Requirements**

Education: SecondaryLanguage: English

• Years of Experience: 2 years

• Vacancy: 1

Job Type: Full TimeJob id: ABOJ4193082

## **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 refrence letter from your previous employer to the following email: <a href="mailto:chloezhao@fantuan.ca">chloezhao@fantuan.ca</a>			
Posted On Aboriginaljobsincanada.Com			