

M. Trew and Associates
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Job Title: Administrative Assistant

Salary: To \$40K

Our client is a small privately owned Canadian advertising agency. They require a candidate with a minimum two years experience, some of which must be for an ad agency or related industry. Duties include word processing, answering phones, assisting with proposals, running errands and other duties as assigned. Be a part of this exciting growing company!

To be considered for this position, please e-mail your resume to margaret@mtrew.com.