



Title	Administrative and research assistant		
Department	General Management		
Location	Head Office, Montréal		
Classification	Administrative support	Type:	
		<input type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Full-time
		<input checked="" type="checkbox"/> Contract	<input type="checkbox"/> Part-time
Reporting relationship	Reports to the executive assistant		

Position summary

Provides support to directors and completes various administrative and secretarial duties. Manages meeting logistics, participates in their planning and follow-up, and assumes other tasks related to administrative work.

Requirements

- Postsecondary degree in secretarial studies or office technology;
 - Five years of relevant experience in a related field;
 - Bilingualism (French and English), both spoken and written;
 - Organizational skills;
 - Initiative and discretion;
 - Ability to work with little supervision;
 - Ability to manage stress and adapt to changes;
 - Excellent skills in writing and proofreading documents in both official languages;
 - Excellent knowledge of Microsoft Office and Internet Explorer software.
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Main responsibilities

- Write correspondence and other documents;
 - Prepare reports and electronic presentations using Word, Excel and PowerPoint software;
 - Proofread and edit certain texts;
 - Translate documents (English to French / French to English), specifically correspondence and reports, ensuring that the context and style of the source language is adequately conveyed in the target language;
 - Participate in the organization of conference calls, meetings, the management committee or any other specific event;
 - Produce, translate and distribute the minutes of meetings;
 - Maintain harmonious relationships with the directors' stakeholders and external contacts, making sure to display tact and diplomacy at all times;
 - Complete travel arrangements, coordinate visit schedules and prepare expense accounts;
 - Manage the classification system;
 - Answer calls;
 - Complete research assignments and prepare reports, as needed;
 - Prepare mass mailings.
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Skills

Efficiency and professionalism

The candidate is able to adapt to changing workloads, gauge priorities efficiently and work under pressure with little supervision. He/She pays great attention to detail and ensures that information circulating within the department is handled in strict confidentiality.

Interpersonal skills

The candidate displays team spirit and is willing to help all members of his/her department. He/She has strong interpersonal skills and always maintains a professional attitude when dealing with clients and fellow employees.
