

Administrative Assistant

We are looking for a resourceful Administrative Assistant to join our growing organization. For this position, one should be able to use judgement and superior organizational skills to manage priorities and timelines in order to support the Management team in a fast-paced environment.

Main Responsibilities

- Support Management with daily administrative tasks
- Plan and coordinate meetings, take detailed minutes of weekly management meetings and follow up on actionable items
- Answer phone calls and emails, provide information to callers or connect callers to appropriate people
- Schedule appointments and update calendar/agenda, prepare required documentation and coordinate ongoing activities
- Make travel arrangements and reservations for Management, assemble supportive receipts and prepare their detailed expense accounts
- Draft and translate regular correspondence, like invitations and informative material
- Develop and maintain a filing and archiving system
- Greet and provide general support to visitors, suppliers and clients
- Develop, implement and improve office policies and procedures in collaboration with HR
- Perform additional tasks upon request

Requirements

- Diploma in office management or secretarial studies; additional academic qualifications or a combination of education and pertinent work experience will be considered
- A minimum of 3 years of proven work experience as an administrative assistant
- In-depth understanding of office management and daily operations
- Hands on experience and advanced proficiency with MS Office
- Excellent verbal and written communication skills in both French and English
- Working knowledge of computer applications and office equipment
- Strong organizational and time-management skills with demonstrated abilities of accuracy, flexibility, commitment and initiative