

The NETWORK IS HIRING: EXECUTIVE ASSISTANT

Candidates who believe they are overqualified for this position are encouraged to apply. NETWORK is a fast-growing organisation.

Type: Full-time; one-year contract (with possibility of renewal)

Deadline: July 29

Salary: \$24-\$27/hr (commensurate with experience and current HR policies)

Benefits:

- 3 weeks holiday, personal and wellness days and winter break;
- Group insurance plan (health, dental, life, and more);
- Group RRSP plan (employer-matched).

About the position: Do you have a strong background in administrative support for executives and managers? Is communication and teamwork your passion? The NETWORK is looking for a bright, creative and efficient individual who can provide operational support to the organization.

Description

Reporting to the Executive Director, the Executive Assistant is responsible for administrative duties in support of the Executive Director, the Assistant Executive Director and the entire team.

Main Responsibilities

- Write, communicate, inform and perform administrative tasks to support management and the team as a whole;
- Assist management in the implementation and maintenance of administrative procedures;
- Follow up on and update documents related to the corporation and the operation of the organization;
- Prepare and edit correspondence, invoices, presentations, publications, reports or any other documents from notes or drafts;
- Enter data, information, sort and maintain a filing system for records;
- Communicate and coordinate the flow of information internally and externally;
- Respond to inquiries;
- Schedule, coordinate and confirm meetings and appointments with superiors;
- Assist management with timesheet management and coordinate with the accountant;

- Develop and implement office operational procedures;
- Support and train employees in work methods, software use and procedures;
- Compile data, statistics and other information to support research activities;
- Provide support with event logistics.

Professional Skills:

- Fluently bilingual, written and spoken;
- Demonstrated planning and organizational skills;
- Advanced knowledge of G Suite, Excell, Slack or other software used by the team;
- Knowledge of a project management system is an asset;
- Comfortable with technology in general;
- Ability to work independently, manage priorities and meet deadlines with thoroughness and rigor.

Personal Skills:

- o Strong interpersonal skills, diplomatic and resourceful;
- o Self-motivated, enjoy teamwork, have a good work ethic and maintain confidentiality;
- o Possess community spirit and a commitment to decolonization;
- o Significant knowledge of and sensitivity to the realities of the Inuit, Métis and First Nations communities in the greater Montreal area.