

Administrative Assistant

Administrative Assistant responsibilities include arranging online meetings (Zoom, etc.), preparing reports and maintaining appropriate filing systems. The ideal candidate will have excellent oral and written communication skills and be able to organize work using tools such as Microsoft Office and office equipment.

Responsibilities

- Answer and direct telephone calls
- Organize and schedule online meetings
- Manage contact lists
- Draft and distribute emails, correspondence, letters, etc.
- Assist in the preparation of regular reports
- Develop and maintain a filing system
- Provide information by answering questions and requests
- Prepare and monitor invoices
- Contribute to the team effort by completing related deliverables as required
- Perform administrative tasks such as filing, typing, copying, binding, scanning, etc.
- Maintain computer and manual filing systems
- Take accurate minutes of meetings
- Coordinate office procedures
- Respond to email, phone and in-person inquiries
- Develop and update administrative systems to make them more efficient
- Receive, sort and distribute mail
- Answer and forward phone calls
- Arrange online appointments for staff

Qualifications

- Demonstrated experience (preferred) as an administrative assistant, virtual assistant or office administrative assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment such as printers and fax machines
- Proficiency in MS Office (especially MS Word, Excel and MS PowerPoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills in English and French
- Strong organizational skills with the ability to multi-task
- High school diploma; additional qualification as an administrative assistant or secretary will be an asset
- Bilingualism (**fluent in English and French**) is required for this position