
Administrative Assistant – Full Time

Job description

The Council for Black Aging Community of Montreal Inc. a non-profit organization based in Lasalle seeks a goal-oriented individual to fill the following position: **Administrative Assistant**.

ARE YOU THE ONE? The organization celebrates diversity and remains committed to building an inclusive work force.

Incentives:

- Paid half day off every four months.
- Flexible summer working hours (July and August).
- Annual 2% cost of living index
- Annual bonus
- Two (2) weeks paid annual vacation, four (4) sick days, two (2) personal days
- CNESST coverage
- All paid statutory holidays

Job Description

- Perform office duties such as filing, typing, scanning, preparing agendas for meetings.
- Provide verbal and written communication in both official. languages.
- Answer and direct phone calls.
- Assist in the planning and execution of events/trips/programs.
- Submit and reconcile expense reports.
- Maintain office supplies inventory and co-ordinate maintenance of office equipment.
- Support Program Coordinator.

Qualifications

- High school diploma or vocational education in office systems technology. Bilingualism an asset.
- At least 1-3 years as an Administrative Assistant or experience in a related field.
- Computer skills and knowledge of relevant software.

Additional Assets

Previous experience with seniors and non-profit organizations.

Salary: \$20.00 per hour

COVID-19 considerations:

Interested applicants should send CV to cbacmtl@gmail.com