

Administrative Assistant



YES is a non-profit community organization providing English-language employment and self-employment services to Quebecers.

WHO WE ARE LOOKING FOR

The ideal candidate will enjoy communicating with the public and will have excellent knowledge of Office 365 and all related applications. He or she will want to work in the non-profit sector and is an excellent administrator.

POSITION SUMMARY

The Administrative Assistant will assist with client services, workshops, events, reports and other related tasks. Responsibilities will include:

- Collect and prepare reports
- Answering the phone
- Meeting and greeting clients
- Data entry
- Initiate and foster contacts with community organizations and corporations
- Present YES services at community events, universities and job fairs
- Maintain and update client lists
- Other additional ad hoc administrative duties as required
- Draft ongoing correspondence with professional contacts and volunteers
- Set-up and maintain volunteer recruitment system
- Assist with monthly tracking reports

Knowledge, Skills and Qualifications

- Post-secondary education in a related field
- 5 years' experience in a similar administrative position
- Strong English writing and communication skills
- Strong interpersonal skills
- Organized, detail-oriented
- Must enjoy working with people, with a positive, supportive approach
- Excellent Computer skills (Microsoft office applications)
- Bilingual (French and English)
- Excellent communications skills with a demonstrated ability to multitask and **thrive** in a fast paced environment
- Ability to work on multiple projects and complete tasks with minimal supervision
- Must be highly adaptable and able to work in a team
- Must be willing to work occasional evenings

HOW TO APPLY:

Send your cover letter* and résumé to the Director of Administration and Personnel at
fa@yesmontreal.ca

(*résumé **must** be accompanied by a cover letter to be considered)

Only those candidates chosen for an interview will be contacted.
YES is committed to equal opportunity employment.

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