



Administrative Assistant (Three days per week)

Founded in 1995, YES (Youth Employment Services Foundation), a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses, is looking to hire.

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
- Answer 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
- Draft ongoing correspondence with professional contacts and volunteers
- Set-up and maintain volunteer recruitment system
- Coordinate the distribution and collection of feedback forms
- Participate in outreach to the community as needed
- Replace the receptionist when necessary
- Assist with monthly tracking reports
- Other additional ad hoc administrative duties as required

Knowledge, Skills and Qualifications

- Post-secondary education in a related field
- 3 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

Benefits: YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and offers its employees: →10 paid sick days/personal days per year →Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance) →EAP →VSRP (Voluntary Sector Retirement Plan) →Closed between Christmas and New Year's →11 Statutory holidays →Professional development opportunities

HOW TO APPLY:

Send your cover letter* and résumé by December 4, 2020,

to the Director of Administration and Personnel at fa@yesmontreal.ca (www.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