



# EXECUTIVE ASSISTANT (ADMINISTRATIVE TECHNICIAN)

Do you have experience as an executive assistant? Are you looking for a new challenge?

We are looking for an executive assistant / administrative technician to join our Donors Development Department.

Be part of a dynamic, enthusiastic and collaborative team of professionals as we work to inspire new and existing donors and bring them joy through their strategic giving!

The Administrative technician is responsible for the administrative support and general functions of the Donor Development department. He/she ensures the smooth operation of the department by performing clerical and administrative functions, such as writing correspondence, scheduling appointments, setting up meetings, assisting with report updates, presenting data, organizing and tracking physical and electronic files, tracking and processing vendor invoices and expenses, updating policies, procedures and minutes, and managing follow-ups.

This person will also assist in the processing of donations and database management, and participate in event logistics.

Provide clerical and administrative support to the manager:

- Keeps the executives' calendar up to date, including events and appointments
- Organizes meetings (room reservation, convocation, computer equipment, meals, printing, etc.)
- Receives and distributes mail, e-mails, faxes and end deliveries
- Prepares correspondence, mailing lists, electronic presentations and reports.
- Files documents (paper and electronic)
- Ensures that confidential information is handled appropriately.

Supports donor development service:

- Help receive and process donations: enter information in the database, produce tax receipts and thank-you letters, generate reports, export files.
- Collaborate in the preparation of direct mailings (list preparation, page layout, proofreading, contact with various suppliers).
- Perform tasks related to donor relations.
- Manage gift card inventory
- Apply departmental procedures, policies and methods.



- Archive and maintain data according to the organization's procedures.
- Performs other related tasks, including supporting the Director and the team for the organization of fundraising and stewardship events.

## Requirements

- DEC in administration or equivalent; or a certificate of college studies in Administrative Techniques after having acquired relevant experience.
- At least 5 years of experiences as an executive assistant.
- Bilingual (French, English) verbal and written.
- Advanced knowledge of office software (Word, Excel, Outlook).
- Interpersonal skills, autonomy and good work organization.
- Able to work in a team.
- Must be able to interact with different stakeholders, including volunteers, board members, donors, colleagues and families of patients and be discreet.

## We offer you :

Full time permanent position (on-site work)

Salary of \$24.21 to \$32.32 per hour (44,000 \$ à 59,000 \$ annual) according to experience; Being a private establishment under agreement with the health and social services network, we offer the same conditions as the public sector, including a pension plan (RREGOP), 13 statutory holidays per year, 9.6 sick days per year, group insurance, 4 weeks of vacation after one year, and an employee assistance program. In addition, you will benefit from free parking (under certain conditions) or a discount for the use of public transportation (Opus card), support for work-family balance, an affordable cafeteria, a gym, a corporative discount program and a social club.

Interested in working with us? Send us your CV to [recrutement@shrinenet.org](mailto:recrutement@shrinenet.org)

*The use of the masculine gender in this document is for the sole purpose of lightening the text. The Shriners Hospital for Children - Canada is an equal opportunity employer and invites applications from women, visible minorities, ethnic minorities, persons with disabilities and Aboriginal peoples.*