ADMINISTRATIVE TECHNICIAN-
EXECUTIVE ASSISTANT
(MKT and Communications)

Do you have experience as an administrative technician, administrative or executive assistant? Are you looking for a new challenge?

Join our Communications and Marketing team as an Administrative Technician!

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

The position also plays an important role in supporting internal communications by assisting with intranet updates, presentations, photo, video, story sorting and filing, as well as the distribution of these items to hospital team members or other partners; and organizing Shriners related conferences.

The incumbent of this position is responsible for supporting the manager in daily activities such as calls, emails and calendar management, preparing files for meetings, and other activities as necessary. In addition, he/she coordinates tours of the hospital.

Requirements
• Diploma of College Education (DEC) in general administration, accounting and management techniques, office automation techniques or another appropriate college discipline from a school recognized by the appropriate department or a Diploma of College Education (DEC) combined with a relevant undergraduate university certificate or an Attestation of College Education (ACE) of eight hundred hours or more combined with experience relevant to the field.
• Four (4) years’ experience as an Administrative Officer and/or Administrative technician
• Experience in preparing minutes
• Excellent oral and written bilingualism (French, English)
• Excellent organizational and priority management skills with attention to detail
• Excellent writing and proofreading skills
• Ability to work under pressure
• Excellent knowledge of the Microsoft Office suite (Outlook, Word, PowerPoint and Excel)
• Ability to work independently with little supervision
• Team player with a positive attitude
• High level of discretion
• Flexible schedule to attend occasional important events

We offer you:
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 and a social club.

Interested in working with us? Send us your CV to recruitement@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.