ADMINISTRATIVE TECHNICIAN-
EXECUTIVE ASSISTANT
(Donors development)

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

We are looking for an 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, 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, appointments and provides daily briefings
  • Organizes meetings (room reservation, convocation, computer equipment, meals, printing, attendance, etc.)
  • Receives and distributes mail, e-mails, faxes and end deliveries
  • Prepares correspondence (e.g., letters, meeting summaries, minutes and resolutions, follow-up letters, reports and other materials), mailing lists, electronic presentations and reports.
  • Files documents (paper and electronic)
  • Ensures that confidential information is handled appropriately.

Supports donor development service:
  • Drafts letters and creates support documents.
  • Performs customer service tasks.
  • Enters data into the donation system and processes donations.
• Manages non-monetary donations, including acknowledgment letters and distribution.
• Provides administrative support to the department; responding to donor questions, conducting data entry, photocopying, scanning, etc.
• Manages gift card inventory
• Applies procedures, policies and methods related to the department.
• Maintains archiving and retention of data according to the procedures in effect in the organization.
• Performs other related tasks, including supporting the Director and Events Specialist for the organisation 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 2 years of experiences in administration or similar function
• 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:
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.*