



## Centre Canadien d'Architecture / Canadian Centre for Architecture

### JOB OFFER

#### Job identification

Job title :	Administrative Assistant, Office of the Director
Division :	Management
Service :	Office of the Director
Supervisor :	Project Coordinator, Office of the Director
Status :	Contractual, full time (35h/week)
Duration:	2 years
Posting period :	June 1 <sup>st</sup> to June 17, 2018
Job entry :	As soon as possible

#### Job Summary

The responsibilities of this job include daily organization of activities and monitoring the files of the Director. The incumbent primarily supports the Director in his administrative activities, his dealings with other associate directors, the Board of Trustees, and with external dealings. The incumbent assures the Director's support in his day-to-day activities, in the planning and follow-up of his agenda, the preparation of documents for management meetings and meetings with the Board of Trustees, the organization of business travels and the follow-up of the Director's records and e-mails.

#### Key responsibilities

##### Administrative tasks

- Prepares and monitors French and English correspondence according to the Director's instructions or the Project Coordinator, Office of the Director's instructions (letters, emails, reports and other documents)
- Takes, filters and makes calls for the Director, and autonomously responds to questions about current activities and projects
- Manages the Director's agenda, plans and follows up on meetings, and prepares the necessary documentation
- Books and manages travel reservations for the Director and some international guests, consultants, curators, researchers and designers
- Handles disbursement requests and expense accounts
- Maintains the filing system and archives related to the management committee, Board of Trustees, projects, documents and communications from the Office of the Director
- Maintains a history of the Director's correspondence, communications and actions, including emails

##### Coordination of the agenda, activities and meetings of the Office

- Coordinates, with collaborators, projects that the Director is involved in, in terms of follow-ups, schedules, and updates
- Plans meetings, and when necessary, attends and takes minutes
- Assist the Project Coordinator, Office of the Director in ongoing projects
- Acts as a liaison between the Director, Board of Trustees members, the Founding Director and the associate directors

#### Required qualifications

- Education: Studies in administrative support, communications or related fields (DEC or undergraduate degree preferred)
- Number of years of relevant work experience: 5 years as an administrative assistant

#### Competencies

- Excellent knowledge of spoken and written French and English;
- Excellent knowledge of office software (Microsoft Office Suite); knowledge about web applications and the Internet an asset



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- Ability to handle complex, sensitive administrative situations with tact, diplomacy and complete discretion
- Attention to detail and precision in document preparation, filing and archiving
- Good organizational and time- and priority-management skills
- Curiosity, resourcefulness, and autonomy

Please submit your application (CV and letter of application) by email ([rh@cca.qc.ca](mailto:rh@cca.qc.ca)) before June 17, 2018 to the attention of Human Resources, Canadian Centre for Architecture, 1920 Baile Street, Montreal (Quebec) H3H 2S6. Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer.

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