



Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB OFFER

Job identification

Job title :	Executive Assistant, Office of the Founding Director
Division :	Office of the Founding Director
Supervisor :	Founding Director Emeritus
Status :	Permanent, full time (35h/week)
Posting period :	August 24 to September 9, 2018
Job entry :	As soon as possible

Job Summary

The Executive assistant is the principal contact with the Founding Director. The incumbent is responsible for ensuring the smooth functioning of the office by coordinating daily activities. The incumbent supports the Founding Director in her day-to-day activities, in the planning and follow-up of her agenda, the handling of records and e-mails, the preparation of documents for various meetings, the organization of travels, and efficient functioning of professional and personal engagements of the Founding Director.

Key responsibilities

Overviews the Founding Director's daily agenda and activities

- Manages the agenda, plans and follows up on meetings, and prepares the necessary documentation
- Updates and send all new deadlines, changes to the agenda and follow-up to meetings carried out as per the Founding Director's instructions
- Takes, filters and makes calls for the Founding Director
- Books and manages travel reservations for the Founding Director
- Prepares a daily update and sort the external mail according to its importance
- Handles the administrative coordination related to committees formed to deal with issues or projects involving the Founding Director (e.g., FIM)
- Coordinates Founding Director's participation in, and attendance of, special external events, such as awards ceremonies, media events (with Communications office), conferences, annual meetings etc. Prepares submission packages for prize and award nominations (both to the Founding Director and for individuals the Founding Director nominates for such awards)
- Handles financial accounts and insurance claims
- Prepares disbursement requests and expense accounts

Administrative tasks

- Prepares and monitors French and English correspondence according to the Founding Director's instructions (letters, emails, reports and other documents)
- Maintains a history of the Founding Director's correspondence, communications and actions, including emails
- Manages special problems, letters of recommendation, heritage issues and translation as necessary
- Maintains and updates Founding Director's online contact info using MS Outlook
- Maintains the filing system and archives related to, projects, documents and communications from the Office of the Founding Director
- Prepares a monthly (or bi-monthly if necessary) update of requests for donations and subscription/membership renewal notices, coordinates follow-up requests for cheques and assures mail out of donation cheques
- Maintains a list of birthdays and anniversaries for the Founding Director. Reminds the Founding Director of dates and sends out cards and gifts as per instructions

Required qualifications

- Education: Studies in office administration, communications, administration or related fields (Undergraduate degree, an asset)
- Number of years of relevant work experience: 5 years as an executive assistant



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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
- 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) before September 9, 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.

For all CCA existing job opportunities, visit our [website](#).