



Position: Executive Assistant
Employment status: Permanent Full Time (35 hours per week), in person; 8:30 a.m. to 4:30 p.m. Hybrid (4 days in office)
Location: 1001 Décarie Blvd, Montréal (Québec)

Reporting directly to the President and CEO, the successful candidate will provide high-level administrative support to both the President and CEO, and the Chief Operating Officer, while helping to ensure the efficient day-to-day operation of the Foundation's office.

The ideal candidate is fully bilingual, highly organized, possesses exceptional interpersonal and communication skills, and thrives in a fast-paced environment that requires strong multitasking abilities and attention to detail.

KEY AREAS OF RESPONSIBILITY

- Manage the schedule of the President
- Manage meeting requests for the President
- Communicate with Board members, hospital administration, hospital leadership and community stakeholders
- Upload Board documents on a portal and keep documents organized
- Draft agendas and update documents for committee meetings
- Assist in the creation of PowerPoint presentations
- Draft emails on behalf of the President to different parties
- Oversee logistics related to meetings
- Manage submissions of expense reports of the President
- Assist the President with the organization of email items
- Other administrative tasks as may be required

EXPERIENCE

- Minimum of 2 years of relevant experience in administration
- Post-secondary education or equivalent
- Ability to work in French and English, both spoken and written



- Impeccable attention to detail, able to multitask and work under pressure in a fast-paced environment and respect strict deadlines
- Strong ability to prioritize multiple requests and work independently
- Ability to demonstrate diplomacy, critical thinking and thoughtfulness when communicating with senior level leadership inside and outside of the organization
- Ability to work within and promote a respectful and collaborative work environment
- Discretion when dealing with confidential information
- Demonstration of critical thinking when handling sensitive matters
- Comfortable with online platforms
- Excellent organizational, communication and interpersonal skills
- Excellent knowledge of Microsoft Outlook, Word, Excel and PowerPoint

We thank you for your interest in the MUHC Foundation and all submitted applications will be considered, however only selected candidates will be contacted for interview purposes.

Interested applicants please apply here :

https://ca.indeed.com/viewjob?jk=74493e1fa07fcd89&from=shareddesktop_copy