

L'Arche is an organization in which we share life together based on values that flow from our Identity and Mission Statement. Leadership in our roles in L'Arche grows from it understanding and seek to exemplify it.

Position Summary:

Under the authority of the Operation & Finance Director, the person plans, manages and provides administrative support and liaison services to the Executive Committee and ensures the proper functioning and efficiency of the office. As an immediate collaborator, this person provides direct support to the management of operations and ensures a rigorous follow-up of the various mandates and files entrusted to them.

He/she carries out administrative work by collecting and analyzing data related to personnel and financial management, corporate planning and control. He/She oversees the design of monitoring tools, dashboards or monitoring tables, reporting forms and coordinates their production

Major Duties and Responsibilities:

- Manages the meeting logistics of the Executive Committee and the National Leadership Council: convenes meetings, prepares and distributes agendas and minutes, and attends meetings; responds to ad hoc requests from the Executive Committee for the planning and logistics of other meetings required by the organization;
- Ensures the necessary follow-ups on topics discussed or decisions made to meet deadlines and ensure the transmission of relevant information; responds to requests for information and assistance from members and partners or directs them to the appropriate persons;
- Manages head office mail, directs requests to the appropriate persons, identifies, if necessary, the need for additional information and/or specifies the information requested, draw up a draft response, determines the actions to be taken or directs requests to the persons concerned to ensure follow-up;
- Ensures document management and the application of the preservation schedule in accordance with the provisions of the law and procedures in place;
- Manages the internal flow of information and documentation: reviews prepared documents and controls their quality before submitting them for approval and distribution;
- Ensures compliance with procedures and communicates information to staff members in a timely fashion;
- Negotiates purchases and authorizes maintenance and repair contracts with suppliers for office supplies and equipment within the budget and policy framework;
- Participates in the selection process for administrative support staff
- Builds harmonious working relationships in order to foster a collaborative working spirit, obtain and transmit information on actions required in relation to current affairs and provides a status report on priorities and developments affecting the organization;
- Anticipates the need for additional information or components required for planned actions; identifies sources and conducts research to obtain data (reports, texts, statistics, etc.).
- Take part in the organization of staff vacation schedules within the parameters established by the Human Resources Department;
- Performs any other related functions as may be assigned by the Operation & Finance Director.

Qualifications, Skills Needed and Position Requirements:

- DEC or AEC in office automation or post-secondary (college or university) + 3 years experience in bureautic or accepted alternative
- Have 3 years of experience in level position role with an Executive Manager.
- Work according to an atypical schedule based on organizational needs.
- Any other combination of equivalent or superior training and experience will be considered
- Fluent written and spoken English or French with functional ability in both
- Skilled use of MS-Office
- Knowledge of QuickBook would be an asset
- Ability to be flexible and manage the stress of multi-faceted responsibilities and supervision
- Works collaboratively, models and promotes conflict resolution, and is appreciative of others' efforts.
- Organized and able to set priorities and follow-through on commitments in a timely fashion
- Good administrative skills, organized and demonstrates time management skills
- Ability to problem solve, assist in reaching solutions and obtaining necessary resources

Working Conditions and Physical environment:

- Will need to work from Montreal head office.
- Will need to participate in several meetings, both group and individual.
- From time-to-time, the Executive Assistant will be required to be away to attend community, events and/or trainings which may include work on evenings and weekends.

Expected Specific Skills

- Problem solving
- Interpersonal communication
- Action-oriented
- Attention to detail
- Organizing/orchestrating skills
- Able to transmit information (oral and written communication)
- Autonomy and initiative
- Ability to adapt
- Discretion
- Judgment
- Flexibility
- Analytical skills
- Interpersonal relationships

Tests

- Situational Judgment Test of Administrative Skills (SAT)
- Written communication in French and English (T FAT-A)
- Ability to work with Microsoft Word (intermediate) and Microsoft Excel software
- Ability to work with Power Point software

- Interview