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| Position | Bilingual Administrative Assistant |
| Reports to | <i>President/CEO</i> |

Job purpose

Reporting to the President/CEO offering administrative support to company projects and initiatives. Ideally the person will have business acumen, above average computer skills, marketing/sales or economic development background, be resourceful and have excellent time management.

Administrative Support Primary Responsibilities include:

- Assist the President/CEO daily support as needed with research, project management, and reports on various subject matters
- Fulfill the responsibilities of Administrative Assistant to the Advisory Board
- Provide communications between the President/CEO and staff, clients and other individuals on a daily basis in a succinct and positive manner that maintains a good image of the company
- Conserve the President/CEO's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications.
- Assist with the creation and/or modifying documents/presentations using the Microsoft Office product suite
- Prepare meeting materials, send out meeting requests, meeting reminders, and minutes
- Translating documents and correspondence from English to French and French to English
- Proofreading, editing, and correcting documents for spelling, grammar, and formatting issues in both English and French
- Coordinate travel arrangements as needed
- Assist with office administration including answer phones, greeting clients, office cleanliness, file storage; and assist with other duties as required
- Contributes to team effort by accomplishing related results as needed

Qualifications:

The Administrative Assistant is bilingual, energetic and passionate with an above average knowledge of software, including Microsoft suite of products, excellent customer service and organizational skills, and the desire to take on new challenges in a changing work environment.

- Diploma in office administration or marketing or economic development or a related field, or demonstrated senior business administrative support experience (min 5 year)
- Strong knowledge of written and digital project management tools

- Excellent computer skills in word processing, spreadsheet, database management, webpage posting and electronic communication software
- Competency with Adobe software considered an asset
- Excellent spoken and written communication skills in both English and French
- Excellent ability to organize, manage, and prioritize multiple tasks
- Excellent team work skills
- High attention to detail

Hours of Work:

The Loomex Group is committed to being mindful of a work/life balance. The hours of work shall be a minimum of 40 hours per week. The position requires the employee to be flexible for working hours according to the needs of the President/CEO and to meet the needs of the clients. The company's office hours are Monday to Friday 8am to 4:30pm with a ½ hour unpaid lunch.

Working conditions

Work is performed in an office environment (or work from home if mandated by legislation) and employee shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking.

Business professional attire, well groomed, and appropriate personal hygiene.

The Company has multiple locations within North America, depending on business needs to support the President/CEO, the Employee may be requested to travel to as required.

Application Instructions

Apply with a cover letter and resume to Sherry Hill, Chief Financial Officer shill@loomex.ca no later than February 25th, 2021. Only those selected for an interview will be contacted.