



CAE Rive-Nord is a non-profit economic development organization whose mission is to offer flexible financing solutions and expertise adapted to the needs of companies in the manufacturing, technology and service sectors to achieve success in their growth. Its team of dynamic professionals is committed to developing close relationships to meet the real needs of entrepreneurs and provide them with value-added advice.

JOB OFFERING

Executive Assistant

Under the authority of the general management, the Executive Assistant is an essential team member to support the general management and the economic development advisers in their activities. Versatile, the person who occupies this position is also responsible for written communications and the organization of CAE Rive-Nord events.

Main Tasks

Administrative Component:

- Supports general management and economic development advisers in their duties, responds to requests for information, sets appointments and reservations for general management, organizes meetings of the board of directors, records minutes.

Communication Component:

- Produces the dashboard, updates the website, compiles statistics, write newsletters and press releases, produces the annual report, lays out documents, collects customer information.

Academic Requirements

- A college diploma in Office Administration Technology
- A high school diploma of training related to the position
- Any other combination of training and relevant experience may be considered.

Professional Requirements

- Knowledge of appropriate tools and software.
- Very good knowledge of spoken and written French.
- Good knowledge of English.

Competency Profile

- Sense of organization, analysis and autonomy.
- Pay attention to detail.
- Demonstrates good interpersonal skills and an ethical sense.

- Have good writing skills.
- Know how to analyze and summarize information.
- Ease of working in a team.

Working Conditions

- Full-time position (fixed schedule, 32 hours per week over 4 and a half days)
- Permanent
- Salary according to experience
- Competitive benefits

Workplace: Saint-Jérôme

If this position interests you, please send your resume before November 25, 2020, 4 p.m., by email to the General Director, Ms. Marie-Pierre Guindon, by email: mpguindon@caebl.ca. Only those selected will be contacted.