

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

Meaning courage in Hebrew, Ometz is a reflection of the courage of those who seek our support in transforming their lives. By joining Ometz, you will work with a team of professionals who are compassionate, engaged and inspiring at an organization that has been consistently ranked in Leading Edge surveys, by our own exemplary staff, as a highly supportive and meaningful place to work. Help make our vision a reality – Apply today!

Executive Assistant

Full Time

JOB SUMMARY

The Executive Assistant provides executive level administrative support to the Chief Executive Officer and provides supervision to the administrative support staff.

RESPONSIBILITIES

- Provide direct administrative and clerical support to the CEO and Executive Team, as needed.
- Manage, maintain, schedule, and coordinate the CEO's schedule (including meetings, appointments, work committees) as well as the calendar of Board, Officers and Committee meetings.
- Attend and take minutes at various meetings including Board and Committees
- Coordinate reports and workflows for the corporate secretariat
- Sort and distribute executive and corporate secretariat correspondences, including email, faxes, and mail.
- Read, analyze, and produce letters, agendas, and memos, in a timely and efficient manner.
- Keep the CEO and Executive Team abreast of key operational developments and take appropriate action to ensure proper follow-ups on pending dossiers and issues.
- Handle and keep track of some financial information, including assigned budgets, payment requisitions, expense reports, donations, etc.
- Prepare and develop a record management system; maintain and recommend changes to records system, when appropriate
- Provide direct supervision to administrative support staff.

REQUIREMENTS

- College Degree in a relevant field, undergraduate degree, an asset.
- 7 years of relevant experience, with a minimum of 5 years in a senior administrative support role
- Service-oriented and self-motivated professional with the ability to work with minimum supervision or general guidance and instructions
- Advanced knowledge of Microsoft Office Suite, superior knowledge and working experience of Excel
- Exceptional organizational skills with impeccable attention to quality and details
- Excellent interpersonal skills and ability to establish, interact and maintain relationships with co-workers, management, lay leadership
- High level of discretion, diplomacy, integrity, and sensitivity to confidentiality
- Fluently bilingual with the ability to compose and edit correspondences, provide, interpret and present detailed information, and deal with complex situations in both English and French. We require English communication as many of our clients, lay leaders, and community members are English speaking.
- Knowledge of the Montreal Jewish Community, an asset

Please submit your CV and letter of interest to HR@ometz.ca

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.