

## **Administrative Assistant, Procurement**

**Title:** Administrative Assistant, Procurement

**Location:** Hybrid; Home-Based & In-Office

### **About CAM**

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. Our work is focused on ensuring more equitable access to high quality sexual, reproductive, and newborn midwifery services in Canada and globally. To achieve this, we work in partnership with the National Council of Indigenous Midwives (NCIM), midwifery associations, midwives, and relevant stakeholders. Our national programming is funded mostly by Health Canada, the Public Health Agency of Canada, other federal departments, private donors, and operational funding.

NCIM's mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. Both CAM and NCIM are governed autonomously but share infrastructure and human resources. Both organizations are staffed by a passionate team of individuals dedicated to providing support for midwives and Indigenous midwives and the profession of midwifery across Canada and globally.

### **Benefit to Working with CAM**

- Salary ranging between \$45,000 to \$52,000 (pro-rated to 4 days/week) dependant on skills and experience
- Employee Health Benefits Program: dental, medical, paramedical, life insurance (certain exceptions may apply) and Employee Assistance Program services
- Generous leave entitlements (starting at 3 weeks' vacation, generous paid time off for illness, personal days, family responsibilities), and additional paid time off for December holiday closure
- Travel, learning, and professional development opportunities!

CAM is deeply committed to ensuring our organization reflects the diversity of our members and of the clients they serve – this includes diversity of race, gender identity or expression, sexual orientation, religion, ethnicity, national origin, disability, and all other protected grounds under the Canadian Human Rights Act. CAM encourages submissions from applicants from diverse communities.

### **Job Summary**

Reporting to the Manager, Operations, the Administrative Assistant, Procurement provides administrative support throughout the procurement procedures and processes for both the Canadian Association of Midwives (CAM) and the National Council of Indigenous Midwives (NCIM). The role supports procurement activities, ensures timely processing of procurement documents, accurate record-keeping, and effective coordination with executives, staff, volunteers and vendors to support smooth operational processes.

## Primary Duties and Responsibilities

### *Procurement Support*

- Assist and support in the preparation and completion of the procurement-related documents across all stages of the process to support timely processing with internal procedures:
  - Assist in preparing procurement calls, such as Requests for Proposals (RFPs), Calls for Interest, and quotation requests
  - Provide clerical support for the development of procurement-related agreements, including contracts, Letters of Agreement, and Terms of Reference
  - Help compile and complete supporting financial documentation, such as expense reports, honorarium forms, and payment requests
  - Review procurement and financial documents for completeness and flag missing or unclear information
- Support and assist in the review, update, and development of procurement SOP and guidelines.

### *Administrative & Coordination Support*

- Liaise with CAM and NCIM Executives, staff, volunteers, and vendors to respond to basic procurement-related inquiries and ensure timely follow-up.
- Support staff in understanding and applying internal procurement procedures, including orienting new team members to the process.
- Provide administrative support during the procurement evaluation process, including coordinating submissions, assisting with evaluation tools, and communicating with stakeholders.
- Maintain organized digital records of all procurement documentation.
- Provide occasional support to the Administrative Team during periods of increased workloads or staff absence.
- Perform other administrative duties as assigned.

## Qualifications, Skills, and Knowledge Requirements

- Diploma or certificate in office administration, business, or a related field, or equivalent experience.
- 1 - 2 years of experience in an administrative or clerical support role, preferably in a not-for-profit environment.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Proficiency with Microsoft Office and comfort working with cloud-based document and project management tools
- Ability to manage multiple priorities and meet deadlines.
- Demonstrated ability to work independently and as part of a team.

## Additional Assets

- Experience in a members-based organization.
- Familiarity with financial processes.
- Bilingualism (English and French) is considered an asset.

## Working Conditions & Location

- **Location:** Montréal, Québec

- **Hybrid Work:** This position is 4 days a week (28 hours). Work is conducted both from the Canadian Association of Midwives (CAM) office in Montréal, Québec, and from a home-based office.

## Applications

We welcome applications from individuals of all backgrounds and abilities. Should you require an accommodation or adjustment, please indicate this in your application.

All offers of employment are conditional upon signing CAM's Employment & Human Resources Policies including but not limited to CAM's anti-harassment & anti-discrimination, anti-fraud, and protection from sexual exploitation and abuse policies.

*Please follow these application instructions:*

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the title "AdminAssistProcurement" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "AdminAssistProcurement" to [HR@canadianmidwives.org](mailto:HR@canadianmidwives.org)
- Application deadline is Monday, July 14<sup>th</sup> at 5 pm EST.

*We thank all applicants for their interest however, only applicants selected for an interview will be contacted.*