

Administrative Assistant: Global Programs

Title: Administrative Assistant: Global Programs

Reports to: Office Manager

Location: Montréal, Québec

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. CAM is staffed by a team of enthusiastic individuals dedicated to providing support for midwives and the profession of midwifery in Canada and globally.

Job Summary

The Administrative Assistant provides administrative and clerical support to the Global Program (Strengthening Midwifery Services in South Sudan Phase 2 Project) under the direction of the Office Manager. The Administrative Assistant must be fluent in both English and French.

Primary Duties and Responsibilities

Office Administration

- Coordinate cost-effective, sometimes complex travel logistics for volunteers and consultants, domestically and internationally.
- Correspond with consultants and volunteers regarding travel arrangements.
- Liaise with travel agent to book flights and accommodation for volunteers and consultants.
- Respond to general enquiries in a timely manner; forward incoming emails to the appropriate staff member, if necessary.
- Perform general clerical duties such as photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system as per CAM protocol.
- Create and modify documents using Microsoft Office 365 (SharePoint, Word, Excel, Power Point).
- Assist with scheduling meetings.
- Provide support with the development of contracts, position descriptions, and terms of reference; support the posting of placements.
- Other duties as assigned to ensure the smooth operation of CAM's Global Programs.

Financial Administration

- Assist in the review and completion of financial and procurement documents, such as travel advances and invoices.
- Support consultants in completing expense reports.
- Review procurement documents for accuracy.

Qualifications, Skills and Knowledge Requirements

- Education (i.e. CEGEP level or other) in administration or relevant discipline and/or demonstrated experience in office administration.
- Fluently bilingual in English and French (verbal and written).
- Experience coordinating travel logistics, domestically and internationally.
- Excellent judgement and communication skills (verbal and written).
- Sound customer service skills (courtesy, discretion, flexibility, diplomacy) and attention to detail.
- Ability to remain calm and professional while working under pressure.
- Excellent ability to organize, manage multiple tasks, self-manage and prioritize; ability to meet tight deadlines.
- Strong computer skills in Microsoft Office (Word, Excel, Power Point, Outlook, Access).

Working Conditions & Location

- Work done from CAM's head office in Montréal, Québec.
- Contract part-time position, 24 hours/week.

Applications

Please follow these instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the letters "AdminSSMS" are included in the file name.
- Send your PDF by email with the subject "Admin SSMS Application" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on January 22nd, 2018.

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