

Logistics Assistant: Global Programs

Title: Logistics Assistant: Global Programs

Reports to: Manager, Administration & Logistics

Location: Montréal, Québec

Background

The Canadian Association of Midwives (CAM) believes that midwives play a unique and fundamental role in the provision of quality reproductive, maternal, and newborn health care both in Canada and internationally. We are investing in a world where every girl, woman and newborn will have access to that care – care that can save lives.

At CAM, we are a small team of dedicated individuals committed to growing the profession of midwifery in Canada and around the world. We believe that our daily work and overall mission can best be accomplished by collaborating, contributing innovative and new ideas, and maintaining an open, honest and respectful work environment. Our team members have diverse backgrounds and skill sets and contribute to maintaining a positive and inclusive workplace.

We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills, experiences and abilities.

Job Summary

Under the supervision of the Manager, Administration & Logistics, the Logistics Assistant supports the Strengthening Midwifery Services in South Sudan Phase 2 Project Global Program (SMS II) through a range of administrative, clerical and operational tasks. The Logistics Assistant will gain valuable experience in the International Development field by assisting the SMSII Project Officer in effectively coordinating and organizing the country program, remaining consistent with donor requirements.

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.
- 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.
- Facilitate the processing of contracts for consultants; prepare documents, complete necessary templates.
- Provide support with the development of 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

At CAM, we recognize that experience comes in many forms, and a willingness to learn goes a long way. If your experience is close to what we're looking for, please consider applying.

- Education (i.e. CEGEP level or other) in International Development, Administration or related discipline.
- Demonstrated experience in office administration.
- 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.
- Ability to work as part of a small team.
- Strong computer skills in Microsoft Office Suite.
- Fluently bilingual in English and French (verbal and written) is a strong asset; additional languages such as Arabic is considered an asset.

Working Conditions & Location

- Work done from CAM's head office in Montréal, Québec.
- Contract Full-Time position, 35 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 "LogisticsSSMS" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Logistics SSMS Application" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on February 18th, 2019.

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