

Employment Opportunity

Administrative Secretary

La Solitude de Pré-d'en-Haut is a non-profit organization whose mission is to “To promote an inner quest through silence and being mindful to Self.”

RESPONSIBILITIES:

1. Ensure communication with the public (telephone, email, correspondence, etc.);
2. Keep files and accounting up to date (invoices, income, purchase orders, etc.);
3. Maintain the filing system (Keep order of the organizations documents and receipts in filing cabinet);
4. Perform other secretarial related duties as requested.

REQUIREMENTS:

1. Post-secondary degree or equivalent experience in secretarial or related field;
2. Administrative experience relevant to the position, as well as customer service;
3. Ability to communicate effectively using tact, diplomacy and interpersonal skills;
4. A proactive spirit with a good sense of organization and discretion;
5. Ability to perform tasks requiring attention to detail;
6. Ability to work independently as well as in a team;
7. Ability to work in a multitasking environment and meet deadlines;
8. Good knowledge of Microsoft Office;
9. Mastery of the French language both orally and in writing and good knowledge of the English language both orally and in writing.

ASSETS:

Experience with website updates.

HOW TO APPLY:

Those interested in submitting their application are requested to send their resume with cover letter in French by email at info@lasolitude.ca We request you send documents in Word or PDF format, the closing date will be May 12th, 2022 at midnight.