



## L'ASSOCIATION JAMAÏCAINE DE MONTREAL INC.

### JAMAICA ASSOCIATION OF MONTREAL INC.

4065 JEAN-TALON OUEST, MONTREAL, QC H4P 1W6 TEL: 514.737.8229 FAX: 514.737.4861

#### JOB TITLE: **ADMINISTRATIVE ASSISTANT**

*Candidates will receive an email confirmation of receipt upon submitting their application. Only those candidates that have been selected for interviews will be contacted. Please allow one (1) working day from the time you send in your application to receive an email confirmation.*

**This is a one-year contract position** (with the potential for renewal after staff evaluations)

**Deadline to apply: August 19, 2019 by 5 pm**

#### Scope

Reporting to the Coordinator of Programs & Services, the incumbent provides administrative and secretarial support services for the Jamaica Association of Montreal Inc.

#### Primary Responsibilities

- Sorts and distributes mail;
- Photocopy and print documents;
- Perform administrative support duties that include draft and prepare correspondence and reports, respond to and redirect inquiries (phone and email), schedule appointments and meetings, maintain an organized filing system, make travel arrangements (as required), complete and process various forms (e.g.: requisitions, etc.), and books rental space, collects money / cheques for rental space and issues receipts;
- Follows up on registration for all Programs;
- Attend meetings, prepare minutes and agenda of meetings chaired by his/her supervisor. as required;
- Follows-up on action plans based on work flow and at the request of his/her supervisor;
- Present documents and reports to his/her supervisor for review by the President and Executive Board;
- Assists the Coordinator of Programs & Services as well as teachers in the Adult Basic Education (ABE) Program with administrative duties;
- Assist in the Food Bank Program, as required;
- Assists in the preparation of government documents that include passports, birth certificates, citizenship and other related documents;
- Maintain a log book of activities;
- Performs other duties in support of the Jamaica Association of Montreal Inc. as assigned by his/her supervisor.

#### Requirements

- Attestation of College Studies in Office Technology or a related field with a minimum of one year of pertinent work experience;
- Bilingual, with good spoken and written English and French;
- Intermediate knowledge of Office Suite (Word, Excel, PowerPoint, etc..) and Google Suite;
- Ability to work with e-mail and calendaring functions, and to take and transcribe minutes;
- Excellent communication and interpersonal skills, professionalism, good judgment and maturity, capable of working with confidential and discreet information (a non-disclosure form will be needed to be signed);
- An understanding of cultural communities in Montreal, an asset;
- Excellent organizational skills and attention to detail, with the proven ability to prioritize tasks;
- Punctual, excellent work ethic and attendance record.

**Rate: \$17/hour**

**Hours: Mondays - Fridays 9:00 am - 3 pm (6hrs)**

**Start date: September 2, 2019**

**Contact: Mark Henry, [jamhr@jam-montreal.com](mailto:jamhr@jam-montreal.com)**

Interested applicants must submit a curriculum vitae with a covering letter by **August 19, 2019 by 5 pm.**

IMPORTANT: The language and computer skills of short-listed candidates will be tested. The Jamaica Association of Montreal Inc. promotes Employment Equity and encourages all qualified applicants.

*About us: The Jamaica Association of Montreal Inc. is committed to the social, political, economic, educational, and cultural integration of the Jamaican Community and, by extension, the Black Community within Montreal, and the Province of Quebec. Our organization is involved in assessing the needs of the community and providing services through either a referral system or direct access.*

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