

Administrator (Bilingual) – Subcontract (potential for long-term)

We are a growing consulting firm based in Guelph, Ontario and are looking for a dynamic individual to support our client group in Quebec.

SVS is aligned in our commitment to doing good work in both our local and client communities, and we are known for our fun company culture and our commitment to providing excellent client service.

A few more key points about the position:

- We believe in creating shared value in every project we work on and we assist Indigenous and non-Indigenous communities and private sector companies in coming together to create shared value for all parties involved.
- We are looking for a highly organized fully bilingual administrator – French and English, written and spoken - to support an Project Coordinator who is convening and facilitating meetings for a group of clients in Quebec and Ontario.
- The successful candidate will work closely with the Project Coordinator to coordinate administrative tasks for meetings, including delivering meeting agendas, meeting materials, and minutes in both languages, and ensure meeting documents are completed in timely and well organized manner.

The Position: We're looking for a Bilingual Administrator to fill a sub-contract positions on a part-time basis. The pay range we're offering is competitive.

Requirements:

- Excellent interpersonal skills.
- Ability to work 15 hours per week.
- Good written and verbal communication in both French and English.
- Ability to travel 2 times per month to locations that include Montréal, Québec City and Trois-Rivières.
- Expertise in Microsoft Office applications.
- At least 3 years of experience as an Administrative Assistant, Executive Assistant, Office Manager or similar role...
- Highly organized and flexible.
- Detail-oriented with a high level of accuracy.
- Adept researching and problem-solving capabilities.
- Ability to work in a flexible, fast-paced environment to meet multiple deadlines.
- Exceptional problem-solving skills under ambiguous circumstances.
- Aptitude for prioritizing tasks

Responsibilities:

- Organization of meetings.
- Coordination of the availability of representatives for required meetings.
- Coordination with hotels, caterers, interpretation services, etc.
- Preparation and distribution of the agendas, meeting materials and minutes of meetings held by a First Nation company working on a major project requiring meetings of a Steering Committee, Board of Directors, technical committee and working group and follow-up on comments, if any.
- Note taking and distribution in French and English
- Project coordination tasks.
- Providing excellent client service to internal clients and having the teams' back.

Asset Qualifications: : Facilitation skills, knowledge of the Regulatory environment, experience working with Indigenous groups.

We are on the traditional territory of the Attawandaron People. We honour the original ancestors of this land and also offer respect to our Haudenosaunee, Anishinaabe, Mississauga and Métis neighbours. We strive to be accountable by acknowledging this history and cultivating respect in our relationships with our Indigenous neighbours and the land.

We are located downtown Guelph and we are lucky to be close to public transit, restaurants, and parks.

Summing it Up - Why should you apply?

- Learning and career growth opportunities
- Flexible working hours
- Meaningful work

Send your application to: HR@sharedvaluesolutions.com