

RDN

Regional Development Network
Réseau de Développement Régional

WE ARE HIRING

ADMINISTRATIVE ASSISTANT

Closing Date: 26 February 2024

APPLY NOW

Send your CV to ed@regdevnet.ca



Duties:

- Provide administrative support to the Executive Director and the organization
- Organize board meetings, take minutes and manage communications with the Board of Directors
- Support RDN's member organizations
- Assume accounting duties: journal entry, bank reconciliation, receivables, payables, etc.
- Assist with meetings and conferences
- Ensure the day-to-day operations of the office
- All other tasks determined by the Executive Director

Requirements:

- Minimal requirement of a DEC in administrative techniques or equivalent
- A minimum of 2 years' experience in an administrative role
- Experience in event planning
- Excellent written and spoken English and French
- Strong administrative, organizational and interpersonal skills
- Knowledge and experience with Simply Accounting
- Excellent computer skills. MS Office and online meeting platforms such as Teams
- Team player, detail-oriented, proactive and autonomous
- The following would be considered assets: accounting skills and knowledge of Québec's English-speaking community.

Terms of Employment

- 35 hours per week
- Salary is commensurate with qualifications and experience
- Occasional evening and weekend work may be required
- The place of work is Québec City

What we offer

- Competitive salary and benefits
- Group insurance and RRSP contributions after 3 months
- Two weeks paid leave over Christmas
- Professional development, team-building activities and a dynamic work environment

We encourage candidates from traditionally marginalized communities to apply and to self-identify in their cover letter. Only candidates selected for an interview will be contacted. Send your CV and cover letter to ed@regdevnet.ca