



## EXECUTIVE SECRETARY

### **The Organization**

Welcome Hall Mission is a non-denominational, Christian humanitarian organization that has been serving Montreal's needy since 1892. This organization is in full expansion, with a dynamic team.

### **The Position**

Responsible for administrative tasks and diverse secretarial tasks relating to the organization. To draft correspondence of the management. Prepare files, gather necessary information for decision making, and pass them on in a concise and precise manner. Manage the daily agenda and coordinate the appointments, interviews and management meetings. Plan, organize and participate to the required special projects, staff meeting and the administration board.

### **The Candidate**

An active Christian, you have a great sense of responsibility and dedication, you are able to organize in a hierarchy the importance of your work, and your assigned tasks and transmit information involving team work. You possess a solid relationship quality, good appearance, charismatic, a capacity to affirm yourself and showing flexibility and tact. Discreet, confidential and dynamic, you appreciate flexibility, are able to work under pressure. You are very familiar with secretarial skills and the following programs (Word, Excel, Internet, and Outlook). Fluently bilingual French and English, written and spoken.. Collegial diploma in administrative and office technique

### **Salary**

This is a full-time position, 37.5 hours/week. Please include your salary expectations in your application.

### **Application**

Interested candidates may submit a letter of application (via e-mail, mail or fax), along with their resume to the attention of Jocelyne Fredette at the address shown below.

#### **Welcome Hall Mission**

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E-mail: [jfredette@missionba.com](mailto:jfredette@missionba.com) • Web site: [www.welcomehallmission.com](http://www.welcomehallmission.com)

No phone calls please. Only selected candidates will be contacted for an interview.

2008-09-04