



**Welcome Hall
MISSION**

ADMINISTRATIVE ASSISTANT – CLUB DE L'ARCHE

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

The duties of Administrative Assistant consist primarily of filing documents, writing letters, correcting texts, photocopying, and taking notes during meetings, making reports, gathering and compiling statistics of the department. Other duties include filling in forms depending on the needs of the department, entering data on a computer and answering the phone, In addition to other administrative tasks.

The Candidate

The ideal candidate is an active Christian who has at heart the ministry with children. Responsible, thorough, demonstrates initiative and possesses excellent interpersonal skills. He is fluent in French and English and has excellent written and spoken communication. The candidate should have a diploma in administration or secretarial work or equivalent and possess experience in this field or a similar position. He/She must also have strong software knowledge such as Word, Excel and Access.

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 Ms. Jocelyne Fredette at the address shown below.

Welcome Hall Mission

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E-mail: jfredette@missionba.com • Web site: www.welcomehallmission.com

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