



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

In charge of secretarial duties, he produces external correspondences, prepares files, and manages the daily schedule. Further more, he plans, organizes and occasionally participates in special projects and team meetings.

The Candidate

An active Christian sensitive to details, with a particular sense of organization and initiative. Qualified by his excellent interpersonal skills, he remains discreet and sensitive to confidential issues. He's bilingual, has enhanced secretarial skills and has strong knowledge of Microsoft Office software's.

Salary

This position may be full time or part time. Salary will be commensurate with experience. Please include your salary expectations in your 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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Email: jfredette@missionba.com • Web site: www.missionbonaccueil.com

Please do not call. Only the candidates that are considered will be contacted.