

# Regional Directors Assistant

Immediate superior: **Regional Directors**  
Category: **Salaried / exploitation**  
Location: **Montreal.**

The Regional Directors' assistant has the responsibility of handling the administration of the Regional Directors projects and of their administrative teams, while working independently with little supervision within a dynamic team. He or she will perform the planning, organization and follow-up of files (service proposals, contractual

## TASKS AND RESPONSIBILITY

The Regional Directors assistant will contribute to the success of our business, in the following fashion:

- ▶ Administer the Regional Directors calendar;
- ▶ Coordinate meetings, including representation arrangements and keep the minutes of said meetings;
- ▶ Carry out the treatment and preparation of correspondence;
- ▶ Create and maintain administrative files;
- ▶ Follow-up on information and keep customer and employee files up to date;
- ▶ Elaborate and write correspondence and routine e-mails. Work using word processor, electronic worksheets, e-mails, presentations and information data.
- ▶ Carry out all other tasks related to this position.

## REQUIREMENTS

- › Bureaucratic techniques or equivalent;
- › Good knowledge of the Windows and Power Point environment;
- › Impeccable quality of the French language, both spoken and written;
- › Good quality of the English language, both spoken and written.

## EXPERIENCE

- › Experience in sales and customer service;
- › Bureaucratic experience.

## APTITUDES

- › Efficient and self motivated
- › Prefers team work
- › Adapts easily to changing situations
- › Spirit of initiative and analytic mind
- › Orientated towards results
- › Capability of working efficiently with minimal

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