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Position: Executive Assistant  
Employment status: Permanent Full Time (35 hours per week), in person; 8:30 a.m. to 4:30 p.m.  
Location: 1001 Décarie Blvd, Montréal (Québec)

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Reporting directly to the President and CEO, the main tasks associated with this position will be to provide administrative support to the President and Chief Operating Officer as well as oversee the smooth functioning of the Foundation office. The ideal candidate is fluently bilingual, has excellent interpersonal skills and enjoys multitasking.

### **KEY AREAS OF RESPONSIBILITY**

- Welcome patients, donors and medical professionals to the office of the Foundation;
- Manage the schedule of the President and Chief Operating Officer;
- Set up meetings for the President and Chief Operating Officer;
- Communicate with Board members;
- Upload Board documents on a portal and keep documents organized;
- Draft agendas and update documents for committee meetings;
- Draft emails on behalf of the President to different parties;
- Answer the main phone line of the Foundation and respond to requests for information;
- Register in-person and telephone donations;
- Oversee logistics related to meetings;
- Manage submissions of expense reports of the President;
- Assist the President with the organization of email items;
- Other administrative tasks as may be required.

### **EXPERIENCE**

- Minimum of 2 years of relevant experience in administration;
- Post-secondary education or equivalent;
- Ability to work in French and English, both spoken and written;



- Impeccable attention to detail, able to multitask and work under pressure in a fast-paced environment and respect strict deadlines;
- Strong ability to prioritize multiple requests and work independently;
- Ability to demonstrate diplomacy, critical thinking and thoughtfulness when communicating with senior level leadership inside and outside of the organization;
- Able to work within and promote a respectful and collaborative work environment;
- Discretion when dealing with confidential information;
- Demonstration critical thinking when handling sensitive matters;
- Comfortable with online platforms;
- Excellent organizational, communication and interpersonal skills;
- Excellent knowledge of Microsoft Outlook, Word, Excel and PowerPoint.

We thank you for your interest in the MUHC Foundation and all submitted applications will be considered, however only selected candidates will be contacted for interview purposes.

Candidates must forward their CV and cover letter via email to:

McGill University Health Centre Foundation  
700-5100 de Maisonneuve Blvd. West  
Montreal, QC H4A 3T2  
Attn: Elizabeth To  
Elizabeth.to@muhc.mcgill.ca