



Job posting: Executive Assistant

About the Trottier Family Foundation.

We are a private philanthropic family foundation, founded in 2000 and based in Montreal. The Trottier Foundation supports projects that promotes innovative scientific discovery, that mitigates climate change and protects the environment, enhances education, improves patient and health care, as well as providing assistance to select community and international organizations. We advance our mission through our granting, collaborative initiatives and strategic impact investing.

Executive Assistant

We are searching for an exceptional Executive Assistant to support our small team as we enter a period of growth and expansion. We are looking for a highly-motivated, outcome orientated, and enthusiastic team player with excellent people skills. The ability to work in a fast-paced and dynamic environment with strong attention to detail is essential. You're seeking an opportunity where you can bring your experience, expertise and skills to a vibrant office environment.

Requirements

- university degree ideally in one of the Foundation's granting areas (science, environment, education, health) (or equivalent experience).
- 2+ years of experience as Executive Assistant or equivalent
- fluently bilingual, written and spoken French and English
- proficiency in Microsoft Office and G-suite; and experience with Salesforce would be an asset
- strong organization, project management and problem-solving skills
- ability to juggle and prioritize multiple projects with accuracy and attention to detail
- strong research skills
- excellent interpersonal skills and communication skills
- friendly and professional demeanour and willingness to attend various events
- proficiency in collaboration
- flexible team player
- demonstrated interest in the areas of the Foundation's work and a commitment to fostering positive social change. Strong interest or passion for either climate change, education, science or health.

Responsibilities

Administration

- providing general administrative and clerical support
- opening, sorting and distributing incoming correspondence, coordinate mail out of documents
- answering telephone / email inquiries – manage general inbox and phone line
- welcoming visitors
- scheduling and coordinating meetings and help manage staff calendars
- coordinating and booking travel arrangements
- liaise with suppliers and maintain office supplies
- assisting in resolving administrative, office equipment and IT issues
- any other duty arising to support the Foundation in the fulfilment of our mission

Communications

- coordinating communications (taking calls, responding to emails, interfacing with partners)

- translation
- updating website
- contributing to creation of quarterly newsletter content and manage electronic mail outs
- organizing special events for the Foundation

Information management

- performing data entry and scan documents
- updating and maintain accuracy of Salesforce system
- maintaining organized filing system - electronic and hard copy documents (One drive, Salesforce)

Accountancy and HR support

- preparing payment requisitions and cheques
- completing basic bank reconciliation to monitor payments made
- helping to implement new accounting software
- coordinate with accountants when necessary
- support HR tasks as required

Grantmaking and Board support

- scheduling board meetings
- compiling and sending out board meeting documents
- preparing board meeting agenda and minutes
- summarizing grant requests for board review
- researching as required to support grant making decisions
- preparing presentations
- preparing grant making documents including correspondence, reports, grant agreements, memos etc.
- review grantee reports
- attending partner events on behalf of the Foundation

Benefits

We offer an attractive, competitive compensation and benefits package including a sustainably invested pension with possibility of medical/dental coverage. We are family-friendly, and can offer flexible working and a casual dress code.

Salary depends on skills and experience.

To apply, please send a copy of your resume and a cover letter to info@trottierfoundation.com by January 30, 2019. Due to the anticipated volume of responses, we will only contact those candidates who most closely match our requirements and who are invited to interview.

The Trottier Foundation is committed to creating a diverse environment and an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, marital status or disability status.