



ADMINISTRATIVE/EXECUTIVE ASSISTANT JOB DESCRIPTION

About the Chamandy Foundation:

The Chamandy Foundation is a private family foundation based in Montreal. It was founded in 2015 with a vision of improving the lives of the younger generation, so that they may have the opportunity of a brighter future, and in turn shall their posterity.

The Foundation actively funds organizations dedicated to improving the lives of children in its community and abroad, and is engaged in such charitable activities as the promotion of education, the protection of children, alleviation of childhood poverty and the improvement of children's physical, social and mental well-being.

The Chamandy Foundation offers an attractive work environment where highly motivated and talented employees have stimulating responsibilities and the encouragement to develop innovative solutions for profound impact to the organization and its beneficiaries.

<https://chamandyfoundation.org/>

Work conditions and environment:

40 Hours per week, Monday to Friday, 9am to 5pm. Work from home on Mondays.

Social benefits

4 weeks of paid holidays

Coverage of gym membership

Salary range: 55K to 60K, depending on experience

Please note that unfortunately our office is not wheelchair accessible.

Tasks and responsibilities:

- Reporting to the executive director of the foundation
- Checking voicemail, taking and transferring calls, taking messages.
- Keeping track of appointments in the calendar for the Executives: scheduling, modifying or cancelling as required.
- Assisting with travel arrangements when necessary.
- Maintaining an organised filing system.
- Assisting Accounting on a basic administrative level.
- Recording business expenses for account reconciliations.
- Maintaining staff time sheets for payroll.
- Taking meeting minutes when required.
- Keeping inventory of office supplies: Placing orders and keeping track of these as part of the business expenses.
- Sorting the mail correspondence for review with Executives.



- Drafting letters and translating texts (French and English).
- Keeping track of past and present donations and payments to beneficiaries
- Communicating with beneficiaries when necessary
- Creating presentations and formal documents

Skills:

Excellent knowledge of Microsoft Office applications

Excellent time management and note taking

Organised and meticulous

Excellent communication skills

Strong sense of confidentiality

Bilingual (English and French)

Experience:

Building or maintaining a filing system

Ordering supplies and keeping an inventory

Data entry and related administrative tasks

Candidate has experience working in the non-profit sector

How to apply:

Please send your resume to Tiffany Chamandy at tiffany@chamandyfoundation.org and let us know in your email what motivates you to work for the Foundation, and why you think you would be a good fit.

Start date: as soon as possible