

Position: Senior Assistant
Location: Montreal, QC

9 month contract position

The Senior Assistant will provide support to the Airbus Representative by preparing and maintaining key files, presentations and other communication. The Senior Assistant will also be responsible for building and maintaining networks within Airbus and key external partners (industry & public organizations) as well as general office administrative duties.

MAIN RESPONSIBILITIES:

- Develop and maintain networks with ICAO, external partners and within Airbus
- Prepare memorandums, presentations, meeting minutes, agendas, etc.
- Organizing events and conferences
- Answering and forwarding telephone calls, answering inquiries and taking messages
- Scheduling meetings and making travel arrangements
- Managing incoming and outgoing mail
- Organizing and maintaining office file system
- Ordering office supplies; overseeing office expenses
- Basic bookkeeping

POSITION REQUIREMENTS:

- College diploma in Office Administration or equivalent, background in Communications would be an asset
- Minimum 5 years' relevant experience is preferred
- Bilingual (fluent in both French and English)
- Excellent oral and written communication skills
- Proficient computer skills (Microsoft Office programs)
- Excellent time management, multitasking and organizational skills
- Excellent social skills and professionalism
- Ability to work under minimal supervision



To apply for this position, please send an up-to-date English and French resume and cover letter to HR@eurocopter.ca. Please also include your wage expectations with your application.

We would like to thank all applicants, however, only those selected for an interview will be contacted.