



We're looking for an Executive Assistant

Position Location: Montreal, QC

Reporting to the Head of Airbus ICAO HQ, the Executive Assistant performs a wide range of executive, administrative, and general support duties of a highly responsible and confidential nature for the Head of Airbus ICAO HQ. The Executive Assistant builds relationships with internal customers and ensures a professional, responsible, and effective experience within Airbus.

MAIN RESPONSIBILITIES

Executive Support

- Maintain schedule and appointments.
- Document preparation and meeting minutes.
- Provide sophisticated calendar management.
- Manage company meetings and functions within the office.
- Manage incoming calls to corporate office, and prioritizes phone messages. Handles all calls and visitors with grace, sophistication and professionalism.
- Interact with stakeholders to gather and/or prepare background materials for internal and external meetings.
- Maintain records / contact information for key point of contacts, external constituencies including government officials and politicians at local, regional, provincial, and national levels.
- Coordinate/Manage visits of high profile guests including federal and provincial government's representatives, Executives/Board Members from Airbus France/Germany and other Airbus subsidiaries, etc.
- Maintains confidentiality and uses a high degree of discretion while preparing materials for the Head of Airbus ICAO HQ
- Maintains electronic contract table of contents.

Manage Travel

- Bring forward and escalate topics and issues for final decision making when necessary.
- Oversee the planning and execution of travel arrangements.
- Become familiar with specific, detailed needs of the Head of Airbus ICAO HQ
- Coordinate travel for the Head of Airbus ICAO HQ including air and hotel arrangements, ground transportation, meeting preparation (i.e. presentations, documentation, logistics, etc.)
- Create consistent travel itinerary portfolios for reference.
- Maintain availability and connectivity during travel times (responsive 24/7) to quickly address last minute changes, travel disruptions, or delays.
- Accurately oversees the tracking of expenses and processing and submission of receipts accurately and on schedule.
- Audit of expense reports.
- Ensure travel arrangements are compliant with AHCA Travel Policy.



Corporate/Community Involvement

- Manage community contacts and requests coming to corporate office.

Customer Support: Head of Airbus ICAO HQ

- Coordinate meeting rooms and luncheons when appropriate for customers.

EDUCATION & JOB REQUIREMENTS

- A Bachelor's Degree in Business Administration, Public Administration, or a related field
- Experience in a related administrative occupation required
- High level of people skills, demonstrated sensitivity when required with a high level of confidentiality
- Highly resourceful team-player with the ability to also be extremely effective independently
- Excellent written and oral communication skills
- Demonstrated high energy and flexibility
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Strong verbal and written communication skills and the ability to speak effectively and easily with both internal and external senior executives and employees.
- Bilingualism (French -English)

POSITION REQUIREMENTS

- The Executive Assistant performs all job duties and tasks indoors within an office environment. During working hours he/she will sit in front of a computer for prolonged periods of time. Hands/Fingers are required for typing a data entry.
- The Executive Assistant may be required to travel at times—a valid passport is required.

To apply for this position, please send an up-to-date resume and cover letter to AHCA-HR@airbus.com

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