

Vacancy Notice

Position: Administrative Assistant

In the office of Delegation of India at International Civil Aviation Organisation
999 Robert-Bourassa Boulevard, Suite 14.30
Montreal, QC H3C 5J9
Tel.no. 514-954-8274

Job Description

General secretarial, receptionist and clerical support
Budget related work: Preparation of expense vouchers and reconciliation of accounts
Drafting letters, typing, emailing, filing and photocopying and attending to phone calls
Preparing agenda papers for meetings
Management of inventory of office supplies
Arranging and fixing meetings
Arranging travel arrangements of the Head of the Mission
Registering and despatching all correspondence of the office, and collecting mail from the designated mailbox
Organizing social functions
Hospitality arrangements for visiting officials
Compiling, computing and filing of claims for refund of Federal and Provincial Sales Tax on Government expenses.
Other duties as assigned from time to time

Qualifications & Experience

Minimum Bachelor's degree
Minimum three years of experience in administration
Languages: Excellent level of English. Working knowledge of French would be desirable
Computer skills: Proficiency in MS Office

Working hours

Monday to Friday, 9:00 a.m. to 5:00 p.m.
6 months probation

Salary

Approx. CAD 62,000 p.a. before taxes

Location

Downtown Montreal

Application

CV along with cover letter and copies of educational qualification, experience may be sent to India@icao-delegations.org by noon of 4th January 2024.