



Hôpital général juif  
Jewish General Hospital  
Fondation | Foundation

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MERVEILLES  
VOUS AVEZ  
CE DON.**

**WORKING  
WONDERS.  
YOU HAVE  
THAT POWER.**

## **EXECUTIVE ASSISTANT TO THE VICE-PRESIDENT AND CHIEF DEVELOPMENT OFFICER**

The mission of the Jewish General Hospital Foundation is to advance health care and medical research for the people of Quebec by supporting Montreal's Jewish General Hospital, a tertiary-care, McGill University teaching hospital.

The Foundation provides essential assistance to the Hospital to enhance its extraordinary patient care, to further scientific discovery and to acquire the most recent and innovative medical equipment.

We partner with inspired members of the community to implement a wide variety of fundraising initiatives to achieve these ambitious goals. Join us – Together, we can deliver awe-inspiring medical breakthroughs and keep pushing forward, improving lives, research & patient care. Here in Québec, and around the world.

### **JOB DESCRIPTION**

Reporting to the Vice-President and Chief Development Officer, the incumbent will be responsible for managing the Vice-President's agenda, meetings and all correspondence coordination. This requires building trust and confidence with our various stakeholders and ensuring excellent working relationships with our internal teams and donors.

### **DUTIES AND RESPONSIBILITIES**

- Draft, compose, transcribe, and edit correspondence, including letters, memoranda, reports, and/or routine or special assignments requiring gathering information and generation of original documents.
- Answer phone calls and in-person visits, manage the flow of e-mails and letters and archive files.
- Manage the agenda of the Vice-President including scheduling appointments, meetings and travel arrangements.
- Deal with sensitive information in full confidentiality.
- Coordinate meetings under the responsibility of the Vice-President.
  - Confirm the participants and organize the logistics (reservation, preparation of rooms, preparation of documents, audio-visual equipment, catering) and arrange for timely delivery of documentation.



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- Attend meetings and take minutes. Perform all follow-through required resulting from these meetings.
- Support and be actively involved in the execution of the administrative tasks for the Vice-President, on request, including any other duties deemed relevant.
- Prepare donation agreements and supporting internal documents.
- Other duties as assigned.

## QUALIFICATIONS AND REQUIREMENTS

- Experience of at least 5 years in a similar role
- DEC or Bachelor's Degree
- Excellent verbal and written communication skills in French and English
- Advanced knowledge of Microsoft Office Suite
- Ability to work on multiple projects simultaneously and work well under pressure
- Strong sense of deadlines and ability to work in a fast paced environment
- Strong organizational and prioritization abilities with attention to detail
- High level of confidentiality and integrity
- Excellent interpersonal and communication skills

## WORKING CONDITIONS

- Regular full-time position (35 hours/week)
- Competitive salary
- Health, dental and pension plan coverage

## HOW TO APPLY:

Please send your CV to Marie-Ève Altire chez Novea Recruitment at [maltur@novearecruitment.com](mailto:maltur@novearecruitment.com).

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted.

