



MHICC Executive Assistant

Position open only to Canadian citizen/resident or with Canadian work permit

Montreal Health Innovations Coordinator Center

Full Time

The Montreal Health Innovations Coordinating Center (MHICC) is a full-service contract research organization targeted on multicenter and multinational clinical trials. We provide services to the academic community and to the pharmaceutical, biotechnology and medical device industries. Our main goal is to establish a partnership with our customers to ensure a successful implementation of their project while respecting the scope of work, budget, timelines, and highest standards of quality.

RESPONSABILITIES

Provide professional and confidential administrative support to the entire MHICC management team, screen calls, arrange travel and meetings, coordinate special events and meeting logistics;

Take the minutes;

Manage emails and communications for the Director of MHICC according to established guidelines;

Assist the MHICC team in the development of various working documents in Word, Excel or PowerPoint;

Participate in the management of the various social media of the MHICC (website, Link-In);

Translate various French-English and English-French documents and communications;

Participate in the supplier proposal and selection process;

Prepare and validate expense reports for the MHICC management team;

Validate and code invoices;

Validate and process timesheets;

Classify and digitize various documents;

Support the MHICC management team as well as all MHICC team members in various administrative tasks;

Perform all other related administrative tasks for the organization.

REQUIREMENTS :

College diploma (DEC) in office technology and/or administrative technology;

Five (5) years of secretarial/administrative experience, including two (2) years as executive secretary or equivalent;

Perfect spoken and written French-English bilingualism (test to be passed);

Advanced level mastery of Word and Power Point (test to be passed);

Intermediate level mastery of Excel (test to be passed);

Knowledge of clinical research (an asset)

Knowledge and/or experience in accounting (an asset);

The candidate must also be:

Proactive;

Autonomous;

Demonstrate thoroughness & attention

Be discreet;

Has a good sense of organization and priorities



**INSTITUT DE
CARDIOLOGIE
DE MONTRÉAL**

WORK CONDITIONS

- 35 hours weekly base
- Pre-approved overtime paid
- Flexible work schedule for work-family balance
- Hybrid model (working from home and office (2 days))
- 4 weeks' vacation after one year
- 13 statutory holidays
- Defined retirement benefits
- Group insurance
- 9.6 day off sick days

The Montreal Heart Institute offers a wide range of benefits aimed at employees' health, well-being and quality of life at work, including free access to the EPIC Centre, Recharjme cabins and silence rooms, as well as various other benefits.

TO SUBMIT YOUR APPLICATION

- Final date to apply: **May 31, 2023**
- Send your application to the following address: rh@mhicc.org
- Please indicate the job title for which you are submitting your application

Visit our websites : [Montreal Health Innovations Coordinating Center \(MHICC\): LinkedIn](#), www.icm-mhi.org et www.mhicc.org

We offer equal employment opportunities to all.

Only candidates that have been selected for an interview will receive a written answer.