



Business Administrative assistant

Your role within the team:

- Draft, edit, format, and distribute correspondence, reports, proposals, and other documents in accordance with company templates and standards.
- Prepare and share meeting agendas, notes, PowerPoint presentations, and other materials; take and distribute meeting minutes.
- Compile data and statistics for research and analysis purposes.
- Organize and maintain various administrative documents (corporate CVs, project fact sheets, etc.).
- Manage incoming mail (both physical and electronic), ensuring timely filing and distribution to relevant teams.
- Coordinate logistics for meetings and events, including calls, video conferences, invitations, and catering.
- Respond to email and phone inquiries, directing clients to the appropriate contact when necessary.

The ideal candidate:

- Minimum 3 years of previous related experience working in a large office or project environment.
- Advanced proficiency in Microsoft Office Suite including Excel, Word, PowerPoint and Adobe Acrobat; along with excellent formatting experience.
- Previous work experience in an engineering environment is an asset.
- Ability to balance priorities while meeting deadlines and remaining detail-oriented ensuring accuracy.
- Self-started with excellent time management and organizational skills.
- We are looking for candidates who are flexible to work in different time zone like UK/Canada/USA based on the project requirements.
- Strong oral and written communication skills in both French and English. A minimum B2 level (DELF) in French is required; C1 proficiency is an advantage.