



We're hiring! Administrative coordinator - Part-Time (20 to 25 hours per week)

Want to be part of an organization that inspires, empowers, and supports women in their journey to achieve professional and economic success?

Dress for Success Montréal is exactly that. A community focused organization with worldwide reach. We provide an engaging, stimulating, and inclusive environment where you can make a real difference in the lives of women.

Since 2014, Dress for Success Montréal has been dedicated to our mission: empowering women by providing them with a network of support, professional attire, upskilling and reskilling tools, and personal development that enable them to thrive at work and in life. Our success is the result of a fruitful collaboration between our dedicated volunteers, board of directors and staff.

We are searching for a qualified office coordinator to help keep our workplace running efficiently. The office coordinator will provide general administrative support to our team, manage calendars for common spaces, restock supplies, and submit maintenance requests as needed. The coordinator will also serve as the first point of contact for many of our clients, greeting visitors and answering phone and email inquiries. A personable and detail-oriented individual who possesses excellent written and oral communication skills in French and have a working knowledge in English will do well in this role.

Objectives of this role

- Provide strong administrative support, empowering team members to perform their jobs productively and efficiently
- Communicate all announcements, policy changes, and other relevant office information to team members
- Maintain a master calendar of organization events, activities, and conference room bookings
- Keep all office supplies stocked and office equipment in working order
- Ensure that office visitors feel welcome and comfortable
- Create and implement office processes designed to maximize efficiency

Responsibilities

- Greet clients, office visitors and callers, making them feel welcome and comfortable, answering any questions

- Support the staff as needed by completing various general administrative tasks, such as but not limited to, data entry and extraction, creating documents, proofreading, sending communications, and filing (keeping both hard and digital documents in order)
- Support with events and staff meetings that take place in shared spaces, ensuring no overlap
- Submit work orders for any repairs or maintenance required for equipment or the office space
- Monitor office supply levels and place orders for refills

Skills and qualifications

- Detail-oriented precision in all areas of work
- Strong organizational skills, including the ability to manage multiple schedules and calendars
- Ability to prioritize tasks according to urgency and meet tight deadlines
- Proficiency with basic office equipment and office management software
- Strong interpersonal skills, both in person and over the phone
- Takes initiative and is hands-on
- Ability to comfortably multitask and shift gears throughout the workday
- Empathetic and open-mindedness
- Team spirit and courteous interpersonal skills
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Preferred qualifications

- 2-4 years of professional experience in communication or administration is an asset
- Strong oral and written communication skills in French and English (an asset)
- Post-secondary education required
- Excellent computer skills (experience with data entry and extraction, Mailchimp, Zoom, Excel, Office 365)
- Ability to strategize and implement new processes for increased efficiency
- Problem-solving skills (ability to evaluate processes for greater efficiency)
- Passionate about helping others and making a difference in the community

Working Conditions:

- Part-time, 20 to 25 hours/week
- On-site, at our offices in Parc Extension
- Beautiful and bright office space, kitchen, bike rack access, close to metro station
- Across the street from a beautiful park

Do you think you are the ideal candidate for this position? Send us your resume and cover letter to montreal@dressforsuccess.org, subject line: **OFFICE COORDINATOR. No phone calls please.**

