



CAREERS

# Bilingual Administrative Assistant

Brantford, ON – Temporarily Remote

\*\* This position is temporarily remote but normally based in our office in Brantford.

HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of more than 10,500 active dairy producers since 1884. With dynamic leadership and a clear vision, we are building an exciting, tech-friendly future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to develop along with us.

YOU get things done. You love to be busy. You effortlessly organize multiple routines and varied projects. You prefer to plan ahead, but you adapt easily to the unexpected. Your software skills are second to none. You are resourceful and driven. You work well independently, but you are a true team player. You thrive on new challenges. You help everything run smoothly.

In this role, YOU WILL:

- Provide confidential, efficient administrative support to 6 managers.
- Prepare and file correspondence, documents, spreadsheets, reports, presentations.
- Arrange travel for management and other staff as needed.
- Document and process expense statements, reconcile credit cards.
- Schedule meetings; prepare information, logistics and agendas; take minutes; and provide follow-up and track action items.
- Maintain and monitor office supply inventory levels, place orders as required.
- Participate in the planning of company and committee events.

YOU OFFER:

- Bilingual (French/English), strong oral and written communication skills.
- Post-secondary education in office administration, business, or a related field.
- 3 years' experience working in fast-paced environments with multiple priorities.
- Exceptional skills in MS Word, PowerPoint, Excel, Outlook, Adobe, online filing, scheduling/calendars, Teams and Zoom for meetings.
- Experience with scheduling and/or project planning & coordination.
- Openness to flexible hours and infrequent travel within Canada (planned in advance).
- Experience in nearly-paperless and hybrid-remote office environments an asset.

*As part of the selection process, a French proficiency assessment will be conducted.*

Contact: [hr@holstein.ca](mailto:hr@holstein.ca)

Submit application by: April 26<sup>th</sup>, 2021

*We are committed to providing a barrier-free recruitment process. If you require accommodation at any step in the process, we will work with you to meet your needs – simply contact a member of the HR team with your request. Thank you for your application to Holstein Canada. Due to the volume of applications, only selected candidates will be contacted.*