

JOB OPENING

EXECUTIF(VE) ASSISTANT – ARCHBISHOP'S OFFICE

Reporting to the Archbishop, the Executive Assistant provides administrative support and assumes various tasks of a varied and complex nature.

Key Duties and Responsibilities:

- Manage the daily calendar, including scheduling meetings and appointments
- Screen and respond to emails and mail
- Receives, filters, accommodates and forwards phone calls; seeks and provides the requested information or refers the applicant to the appropriate authority
- Receive visitors with initiative and judgment to take the necessary measures
- To act as a bridge between the various internal and external people working at all levels of the diocese
- Schedules or moves the supervisor's appointments taking into account priorities, reminds him of the dates of his meetings and prepares the required documentation; confirms attendance at meetings. Makes travel arrangements for his/her supervisor (transportation, accommodation, registration, etc.)
- Settles a large number of significant administrative details in order to lighten the work of his superior.
- Ensures the material preparation of meetings, inquires about the topics to be put on the agenda and drafts it, prepares the relevant documentation, convenes, etc.
- Attends meetings, takes notes and takes minutes or minutes
- Proofreading, layout, and dispatch of letters and other documents
- Filing
- Supports the Archbishop's Celebrations Team
- Any other task requested by the Archbishop

Qualifications and experience required:

- Training in secretarial studies;
- Excellent command of French, oral and written;
- Good oral English*;
- Proficiency in Microsoft Office Suite software
- Strong interpersonal skills
- Sense of organization and autonomy
- Ability to manage multiple files at once
- Integrity, rigor, maturity, judgment, discretion
- Professional ethics

Working conditions

- Salary and benefits according to the standards established by the Roman Catholic Archiepiscopal Corporation of Montreal
- Full-time: 32.5 hours/week (5 days), on-site
- Availability to work evenings and weekends from time to time

Candidates interested in this position are asked to send their application to Anastasia Charasidis in rh@diocesemontreal.org by **January 30, 2026**.

We thank all applicants for applying, but only successful applicants will be contacted for interviews.

** The Archdiocese offers a French-language work environment to its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for this position to communicate with English-speaking Quebecers, English-speaking parishes and the rest of Canada.*