



Human Capital Department

Office Administrative Assistant

Job details

- Location: Montreal, QC
- Salary: \$20.00 hourly / 35 hours per week
- Languages: English, French, and Arabic
- Terms of employment: Seasonal employment Full time
- Start date: Starts as soon **as June 1st, 2026**
- Vacancies: 1 vacancy

Job Responsibilities:

1- Communication Handling:

- a. Answer and direct phone calls, take messages and handle inquiries.
- b. Manage incoming and outgoing correspondence (emails, letters, packages).
- c. Assist team members with various administrative tasks as needed.

2- Donor Support and Service:

- a. Respond to donor inquiries, requests, and concerns in a timely and professional manner.
- b. Ensure excellent donor service and support by addressing inquiries or issues effectively.

3- Data Entry and Processing:

- a. Input and update data in spreadsheets, databases, or software systems.
- b. Perform data analysis and generate reports as required.

4- Filing and Organizational Tasks:

- a. File and retrieve documents, ensuring proper organization and accessibility.
- b. Maintain cleanliness and organization of office spaces.
- c. Assist in processing invoices, expense reports, and financial documents.

Who can apply to this job?

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 18 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

Notes : International students and other temporary residents of Canada are not eligible.