

# **BILINGUAL ADMINISTRATIVE ASSISTANT**

**Work location:** Sainte-Marie de Beauce, QC

## **Main functions**

The applicant will work in collaboration with the Director of operations. Maintaining his agenda, assisting in weekly meetings, preparing orders and doing the follow up, taking calls and doing all other tasks associated.

## **Requirements and working conditions**

Education: Collegial (DEC) or equivalent in accounting or office administration.

- Posses superior organizational skills
- Must be methodical, able to work independently and have excellent communication skills.
- Needs perfect French both oral and written and an ability to function in English on a daily basis.

Must be BILINGUAL (French/ English).

Full time job

*Send to:*

Human resources

**CAZTEL COMMUNICATIONS**

C.P. 425, Sainte-Marie, Québec

G6E 3B7