

Administrative Assistant, Retail Systems Mega Group Inc. – Boucherville office

Mega Group Inc. is Canada's largest retail buying and support group of independent furniture, appliance and consumer electronics retailers. We are dedicated to providing programs that stimulate growth and promote success. Our vision is to be the essential supplier of retail services ensuring the continued success of the Independent Home Goods retail channel in Canada. As a Platinum Member of Canada's Best Managed Companies, we serve over 600 retail members across the country with offices located in Saskatoon, Toronto and Montreal.

We are proud to provide an employee-friendly work environment, where work-life balance is a priority. We value the talents and abilities of our employees and strive for an open, flexible, cooperative, and dynamic work environment.

We are seeking as Administrative Assistant in our Boucherville office. Reporting to the Executive Vice President, Retail Operations; the incumbent's primary responsibilities will be:

- Provide support for the Executive Vice President, Retail Systems by managing communications, calendars, expenses, etc.
- Coordinate and organize meetings and events as required
- Responsible for sending out communications to external customers
- Prepare meeting agendas, take notes, distribute minutes, and follow up on action items
- Prepare presentations
- Maintain contracts for the Retail Systems department
- Coordinate programs for BrandSource and Mega Members
- Manage information on the Retail Systems' websites
- Maintain the external calendar of events on our Mega Member portal
- Document and update key work processes as required
- Perform other duties as required

Qualifications

- Bilingualism (English/French) is required
- Post-secondary education in the Administrative field is required
- Minimum three years' experience in an administrative position
- Intermediate proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent listening and communication skills, both verbal and written
- Exceedingly well organized, flexible, and proactive;
- Able to maintain a high level of professionalism
- Able to manage multiple tasks with varying levels of priority;
- Excellent typing skills with attention to detail and grammatical accuracy;

Please apply in confidence no later than August 17, 2020 to hr@megagroup.ca

Please note that only those candidates selected for an interview will be contacted.