



Administrative Assistant

Join Our Dynamic Team at the Greater Moncton Roméo LeBlanc International Airport (YQM)!

Are you ready to be part of an exciting and vibrant environment? At YQM, we go beyond providing safe and efficient travel. As a hub of economic growth and development, we pride ourselves on delivering exceptional passenger experiences, expanded connectivity, and strong partnerships.

Join our talented, collaborative, and dedicated team, and watch your career take flight! Embark on this adventure with us as we make YQM the airport of choice in Atlantic Canada. Learn more about us [here](#).

Our Culture

We foster a friendly and inclusive culture where every team member feels valued and supported. Our organization is built on the principles of respect, collaboration, and continuous improvement. Some of the ways that we support our employees include:

- Competitive pay
- Benefits, including a monthly health care allowance, generous maternity/paternity paid leave, matching pension, annual vacation and sick leave
- Career development and training programs
- Paid volunteer opportunities
- Company-sponsored events
- Long-term stability
- On-site gym

General Overview of the Job

The Administrative Assistant plays a crucial role in supporting the organization by handling various administrative tasks, including front reception duties and serving as the Secretary for the Board of Directors. Key responsibilities include managing incoming and outgoing correspondence, arranging and recording minutes for board and organizational committee meetings, and coordinating the schedules of the President, CEO, and board members, including travel arrangements. Additionally, the Administrative Assistant is responsible for maintaining office documents and records.



The Things You Will Be Doing

- Provide administrative support to the Executive team and Board of Directors, including coordinating meetings, maintaining document libraries, and transcribing meeting minutes.
- Coordinate corporate meetings and events.
- Perform receptionist duties, such as greeting visitors and answering and directing phone calls.
- Maintain office files and records as needed.
- Prepare purchase orders promptly, adhering to the organization's policies.
- Support organizational data collection and reporting.
- Arrange, attend, and record meetings for various organizational committees.
- Escalate system outages (FIDS, public WiFi, etc.) to IT support vendors.
- Perform other administrative tasks, including maintaining office supplies and IT peripherals.
- Arrange catering for various meetings.

Our Requirements

- Bilingual in English and French (written and verbal).
- 2-3 Year Specialized Post-Secondary Diploma.
- 3+ years of relevant experience.

Additional Skills That Are Important for This Role

- Strong verbal and written communication skills.
- Ability to develop written correspondence that is well-organized with accurate spelling and grammar.
- Ability to proofread and edit documents.
- Ability to use applicable computer software and operating systems.
- Ability to obtain and maintain a Transport Canada Airport Security Clearance.

You Will Thrive in This Role If:

- You care about people! Whether it is interacting with our internal partners, the general public, or our employees, you enjoy assisting others.
- You thrive in a role that utilizes your organization and multitasking skills. You can switch between stable periods that allow you to focus on a specific project and a fast-paced rhythm where you are attending to numerous urgent items.



Important Details

This position is located at our terminal in Dieppe and reports to the Director of Finance and Administration. The starting pay rate is \$28.34 per hour, with a 2.5% increase after one year and another 2.5% increase at the end of the second year. The role is based on a 37.5-hour workweek and is part of the collective bargaining unit (UCTE) for the GMIAA.

How Can We Help You? Our Accessibility and Diversity Efforts

We are dedicated to fostering an inclusive and barrier-free work environment, beginning with our hiring process. If you require accommodation at any stage of the evaluation process, please email accessibility@cyqm.ca to request specialized assistance. All accommodation information will be kept confidential.

The Greater Moncton International Airport Authority (GMIAA) values the diversity of the people it hires and serves. At GMIAA, diversity means fostering a workplace where differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

How to Apply

Please submit your applications directly through Indeed by clicking [here](#). We appreciate all applicants, but only those chosen for further consideration will be contacted.