



# Bilingual Executive Assistant

## DOWNTOWN MONTREAL OFFICE

directors, architects  
ALAIN FOURNIER  
JULIA GERSOVITZ  
ROSANNE MOSS  
GEORGES DROLET  
GIOVANNI DIODATI  
DIMA COOK  
ÉRIC MOUTQUIN

EVOQ is an award-winning architecture firm recognized for quality interventions and site-sensitive design solutions. The firm specializes in heritage conservation and Inuit and First Nations architecture, with additional expertise in residential and commercial projects, heritage planning as well as contemporary and institutional architecture. Culture, history and technology are an integral part of the EVOQ approach and lie at the root of the philosophy that inspires its practice.

architects, associates  
MATTEO CENDAMO  
JAMES CURTISS  
NANCY LABRECQUE  
NEIL MCNULTY  
KONSTANTIN NIFAKOS  
ERIC STEIN  
SAMI TANNOURY  
ROXANNE GAUTHIER  
CAROLYNE FONTAINE  
GILLES PRUD'HOMME  
NATHAN GODLOVITCH  
LENA BUCHINGER

With offices in Montreal, Ottawa, Toronto and Iqaluit, the firm practices architecture across Canada and continues to enjoy sustained growth.

We are currently looking for a Bilingual Executive Assistant to join our Montreal office.

## QUALIFICATIONS

- A minimum of 10 years of experience in a similar position;
- Bilingual, written and spoken;
- Proven writing skills in English and in French;
- Ability to accurately translate documents between the two languages;
- Impeccable grammar and spelling in both languages;
- Discretion in dealing with confidential or sensitive information;
- Mastery of Microsoft Office Suite (knowledge of the Adobe InDesign an asset).

## QUALITIES

- Proactive, resourceful, self-starter;
- Organized, meticulous and rigorous.

## RESPONSIBILITIES

The incumbent will be responsible for supporting the firm's management in the capacity of Executive Assistant for two of the firm's Directors. Tasks will include but are not limited to the following;

- Manage calendars.
- Organize trips.
- Reconcile expense accounts as well as timesheets.
- Filter and prioritize incoming phone calls,
- Draft various official documents in both English and French as well as coordinate the distribution when necessary, including; memos, reports, minutes, etc
- Proofread documents;
- Update various templates (letters and forms);
- Document handling and archival;
- Assist directors with various offers of service and prepare presentations;
- Assist in the managing of contracts.

## **WORKING CONDITIONS AND ENVIRONMENT**

- Flexible work schedule;
- A range of benefits (Group Insurance Plan);
- Competitive salary, based on experience;
- Office located in the heart of downtown Montreal (Place des spectacles);
- Dynamic and stimulating work environment;
- An enviable employee training program focused on the development of identified skills.

Come make a difference and take advantage of this opportunity by joining our dynamic team to pursue a career with EVOQ Architecture Inc. by submitting your application (letter of intent and CV) by email to the following address: [rh@evoqarchitecture.com](mailto:rh@evoqarchitecture.com)

All applications will be evaluated, however only successful candidates will be contacted. We thank you for your interest in our company and feel free to share this job offer with your colleagues and friends interested in new career opportunities