

Montebello Packaging is a dynamic world-class manufacturer of packaging for the pharmaceutical, food, and cosmetic industries. The company is an operating division of The Jim Pattison Group, a \$10.1 billion dollar Canadian conglomerate. Montebello Packaging operates four manufacturing facilities in North America. Its' head office being located in Hawkesbury, Ontario provides centralized financial services to its plants and is looking for an **Executive Assistant**.

This position reports to the President

MAJOR RESPONSIBILITIES MAY INCLUDE:

- Administrative duties
 - Sort and prioritize all incoming mail, faxes and items for signature and immediate attention;
 - Provide administrative support for completion of reports, letters, contracts, minutes, corporate fillings, including preparation of correspondence as needed;
 - Coordinate domestic and international travel, prepare and submit expense reports for upper management;
 - Proactively ensure all event, travel and meeting arrangements are confirmed and arranged for all ongoing business activities;
 - Initiate and provide support for the development and editing of policies, procedures and administrative guidelines;
 - Manages, procures and maintains office supplies;
 - Prepare Finance and Executive meeting materials and manage their timely distribution; follow up on agenda items;
 - Provide additional support for welcoming guests, business partners and customers at Montebello
 - Undertake special administrative or other projects as required;
 - Ad-hoc project management when requested;

- Other duties
 - Receptionist duties when required;
 - Any other related tasks as required;

Skills and Competencies:

- Exceptional organization skills with ability to manage multiple concurrent responsibilities to deadline;
- Strong attention to detail;
- Strong initiative and ability to work independently and with limited direction;
- Professionalism, discretion and diplomacy;
- Must demonstrate the ability to work with confidential information and exhibit a high degree of trustworthiness;
- Able to deal with highly sensitive items in a confidential and discrete manner;
- Proactive approach – anticipates and initiates action to meet needs;
- Adaptable – able to work with diverse personalities and styles;

Qualifications:

- Minimum 5-7 years of Executive Assistant experience, preferably for a Senior Executive;
- High proficiency with MS Office - Excel, Word and PowerPoint;
- French and English, both spoken and written;

Montebello Packaging offers competitive conditions of employment in a stimulating work environment.

Qualified candidates are invited to submit a resume to: dmenard@montebellopkg.com
www.montebellopkg.com