

Administrative Manager

Altitude/C

About Altitude/C

Altitude/C is an agency that organizes large-scale corporate and associative events in North America: conventions, summits, internal meetings, ceremonies, galas, etc.

We create memorable experiences that support our clients' business objectives and meet their brand standards.

We are looking for an administrative manager who will ensure the smooth day-to-day administrative and logistical functioning of the agency.

Job description

Reporting to the Executive Directorate, the incumbent plays a central role in the internal organization. She ensures the day-to-day administrative management, financial follow-up and logistical coordination of the office in order to maintain a structured and functional work environment.

Responsibilities

Invoicing and administrative accounting

- Issue customer invoicing and closely follow up on accounts receivable
- Receive, validate and process supplier invoices
- Ensure a structured filing of supporting documents
- Collaborate with the accounting firm for the end of the month and the preparation of the required documents

General Administration and Compliance

- Manage files with government agencies, including CNESST
- Prepare and submit applications for grants, internships and training, including the complete preparation of the required documents
- Ensure compliance with administrative deadlines and company obligations
- Maintain administrative records
- Manage mail, administrative communications and some calls

Tool Management & Optimization

- Perform data entry and CRM updates

- Produce monitoring tables and administrative reports in Excel
- Use artificial intelligence tools to optimize certain administrative tasks, improve the efficiency of follow-ups and support document production
- Contribute to the continuous improvement of internal working methods and tools

Human Resources Support

- Prepare administrative letters related to hiring and staff movements
- Ensure that employee files are updated
- Maintain and update internal templates

Office management and internal logistics

- Ensure the smooth daily functioning of the office
- Manage orders for supplies, including coffee, milk, snacks and other necessary products
- Coordinate textile cleaning and other logistical needs
- Ensure relationships with suppliers related to maintenance and facility services
- Maintain an orderly and welcoming work environment

Desired profile

- Degree in Office Automation, Administration or Related Field
- Minimum of five years of experience in a similar administrative role
- Excellent command of Excel and good knowledge of the Microsoft Office suite
- Comfortable with technological tools and strong interest in the use of artificial intelligence tools
- Strong organizational and priority management skills
- Autonomy, rigor and sense of responsibility
- Ability to manage multiple files simultaneously
- Proactive approach and attention to detail
- Very good command of French and good command of English, both oral and written

Conditions

- Permanent full-time position
- Start as soon as possible
- Daytime schedule, Monday to Friday
- Hybrid work mode
- Offices located in the Plateau Mont-Royal
- Competitive compensation based on experience

The benefits of working at Altitude/C

- **Hybrid work:** Enjoy the flexibility of working both remotely and in the office.

- **Work materials provided:** We provide you with all the necessary equipment to succeed, in addition to snacks and unlimited coffee.
- **Stimulating environment:** Work in the heart of the Plateau Mont-Royal, in a dynamic and inspiring setting.
- **Social Committee:** Participate in a busy agency life with sports activities and festive 4@7s.
- **Bonus program:** Benefit from a bonus program based on performance and contribution to projects.
- **Training budget:** Access professional development opportunities with a budget dedicated to continuing education.
- **Cottage Agency Retreats:** Participate in agency retreats in an enchanting setting to strengthen team bonds and recharge your batteries.

Joining Altitude/C means joining a team that values your creativity, expertise and commitment. We strongly believe that every member of our team plays a crucial role in our collective success. If you are ready to take on exciting challenges, innovate and contribute to memorable projects, we would love to welcome you to join us. Come and be part of an enriching adventure where your personal and professional development is at the heart of our priorities.

We invite you to apply for the info@altitudec.com now.

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