



Montérégie West Community Network
Réseau Communautaire Montérégie Ouest

Summer Office Assistant "Student" - Pincourt Office

The Montérégie West Community Network is a regional organization supporting the English-speaking community in the Montérégie West.

MWCN is currently recruiting for an **Summer Office Assistant - Student at Pincourt Office**

Responsibilities:

- This person will assist in the daily office activities and support the team in various ongoing projects.
- Update lists, contact information, and other documents.
- Assist in a specific project that the V-S office is coordinating.
- Assist in weekly activities involving meetings, workshops, and seminars.
- Assist in preparing and planning activities including virtual methods.

Requirements:

- Bilingualism (English and French)
- Excellent written and spoken communication skills
- Ability to connect with people, resourceful and autonomous
- Accuracy and organized
- Good knowledge of social media
- Excellent knowledge of Windows, Microsoft office, Excel, and Power Point

Working Conditions:

Schedule is 30 hours per week - centrally located, comfortable working office environment in Pincourt.

Salary: 17\$ - \$19

Start date: May 30th, 2022

Please forward your cv to info@mwcn.ca

Only those who we wish to interview will be contacted.

Chateauguay 255 Blvd. d'Anjou, Suite 203, Chateauguay QC J6J 2R4 450-691-1444

Vaudreuil - Soulanges 117D Cardinal Leger, Pincourt, QC J7W 7A8 514-425-0399

Haut Saint Laurent / Chateauguay Valley 72 Dalhousie, Suite 201 Huntingdon, QC J0S 1H0 450-264-3596

Candiac 9 Blvd. Montcalm N, Suite 512, Candiac, QC J5R 3L4 438-455-2747

Hemmingford 476 Rue Frontière, Hemmingford, QC J0L 1H0

info@mwcn.ca

www.mwcn.ca