



FINANCE ADMINISTRATIVE ASSISTANT

Workplace: Gatineau or remotely

Status: Full-time

Work schedule: 37.5 hours/week, Monday to Friday

Salary: \$20 to \$25/hour, depending on experience

Start date: As soon as possible!

"Join our multicultural team in the heart of the National Capital Region!

We offer a **flexible work schedule**, a comprehensive **group insurance** plan and a **professional development** program. With an on-site gym, free parking, training, and team activities, you'll have everything you need to thrive with us. **Welcome to Baastel!**

-The management team

WELCOME TO BAASTEL!

A team on the move towards a world of inclusive sustainable development.

Groupe-conseil baastel (Baastel) is a consulting firm providing cutting-edge services in the field of international development. Founded in 1989, Baastel's mission is to contribute to sustainable human development. This contribution aims at the success and reinforcement of development practices and actions (projects, programs, policies) through quality consulting services. Baastel focuses on the three main axes of sustainable development: the promotion of social equity, economic development, and environmental management.

ROLE OF THE FINANCE ADMINISTRATIVE ASSISTANT

Under the supervision of the CFO, the Finance Administrative Assistant will provide administrative and financial support, coordination, and support for the day-to-day operational needs of the department. His/her support is essential to the advancement of the company's mandates and projects! Among his/her main responsibilities, he/she will be called upon to:

- Monitor contracts with customers, partners, and suppliers.
- Manage accounts receivable/payable, billing and inventory.
- Monitor budgets
- Verify, compile and input data.
- Manage employee timesheets.
- Manage a great deal of information and perform various record-keeping tasks (updating, filing, etc.).
- Open projects and update data in the company database.
- Follow-up and receive legal files (certificates of payment of social security contributions, confirmation of non-bankruptcy, etc.).

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- Manage the office (ordering supplies, managing mailings, managing equipment).
- Support with website updates.
- Contribute to company projects and committees. Involvement and contribution to company projects and working committees.
- Perform all other related tasks!

QUALIFICATIONS REQUIRED

- **Post-secondary diploma** in administration, accounting, or a relevant field.
- **2 years' experience** in a similar position.

ESSENTIAL SKILLS

- Oral and written bilingualism (French and English) (mandatory)
- Perfect command of Office suite software (Word formatting essential)
- Excellent IT skills (Teams, Onedrive, Dropbox, Internet)
- High attention to detail and accuracy
- Excellent time management and organizational skills to balance workloads and prioritize requests
- Ability to work under pressure, adapt to changing priorities and meet deadlines
- High degree of autonomy and initiative

BE PART OF THE TEAM!

To apply, send us your CV and a brief cover letter showing how you meet each of the selection criteria to recrutement@baastel.com.

Please clearly indicate the job title in the subject line.

We sincerely thank all applicants for their interest, but only those selected for further consideration will be contacted.