Église Adventiste du Septième Jour— Fédération du Québec
940 Ch. Chambly
Longueuil QC J4H 3M3
(450) 651-5222
www.sdaqc.org

# Job Offer: Bilingual Secretary/Receptionist

**Schedule:** Full time (38 hours/week)

**Start Date:** To be determined

**Salary:** Between $43,000 and $59,500 per year (depending on experience and education)

**Education:** College diploma (DEC) in secretarial studies, office administration, or business (minimum).

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## JOB SUMMARY

The person hired as bilingual secretary/receptionist reports to the Executive Secretariat and the Treasurer of the Quebec Conference. He or she is responsible for providing professional and welcoming reception to visitors, effectively answering phone calls, and offering administrative support to the various departments. This position, located at the Conference headquarters in Longueuil, requires strong customer service skills, organization, and discretion. The secretary/receptionist represents the official image of the Conference and contributes to the smooth daily operation of its activities.

## PROFILE

The successful candidate must be an active member of the Seventh-day Adventist Church and be either a permanent resident of Quebec or hold a valid work permit.

The ideal candidate is bilingual (French/English), possesses excellent communication skills, and demonstrates a professional, friendly, and discreet attitude. He or she is organized, autonomous, and able to manage multiple priorities.

## ESSENTIAL DUTIES

• As the official face of the Quebec Conference, greet visitors courteously and professionally.
• Provide directions to visitors moving from one department to another.
• Answer general inquiries politely and direct other requests to the appropriate person after approval.
• Update the telephone messaging system for closing hours and holidays.
• Receive mail and deliveries after confirming they are for the Conference, and notify the relevant department.
• Contact couriers for pickups, provide waybills to the Treasury, and ensure copies for audit records.
• Maintain FedEx supplies in sufficient quantities at all times and record deliveries in the logbook.
• Call for repairs to the phone system, folding machines, postage meters, binding machines, and shredders.

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- Maintain an adequate supply of paper for copiers and printers and ensure proper placement.
- Keep an inventory of office supplies for the workroom and departmental needs.
- File copies of purchase orders and ensure Treasury has a copy.
- Promptly return defective products to suppliers.
- Unlock doors and disable the alarm in the morning; lock doors in the evening.
- Turn lights on and off in the lobby (morning and evening).
- Provide administrative support to departments (correspondence, event preparation, mailings).
- Translate documents and draft texts (articles, correspondence, newsletters).

*Other related duties may be assigned as required.*

## EDUCATION AND EXPERIENCE

- College diploma (DEC) in secretarial studies, office administration, or business (minimum).
- Relevant experience in reception or secretarial work (an asset).
- Experience in translation and writing (an asset).
- Proficiency in common computer tools (Word, Excel, Outlook, Internet).
- Valid driver's license and access to a vehicle (an asset).

## SKILLS

- Bilingualism in French/English, spoken and written.
- Excellent communication and interpersonal skills.
- Strong sense of service, courtesy, and discretion.
- Organizational skills and ability to manage priorities.
- Autonomy and professionalism.

## HOW TO APPLY

If you are interested in this position, please submit a cover letter and a curriculum vitae to: emploi@sdaqc.org

**Application deadline: October 10, 2025**