



Vacancy

The Consulate General of Belgium in Montreal is looking for an **Executive Assistant** for a period of twelve (12) months

<i>Position</i>	Executive Assistant (full-time)
<i>Location</i>	Consulate General of Belgium 1000 Sherbrooke West - Suite 1400, H3A 3G4 Montreal, QC, Canada
<i>Starting</i>	1 September 2022
<i>Deadline for application</i>	20 June 2022 - 13:00h (Montreal time)

The Consulate General

Competent for the whole of Canada, Bermuda and the Territorial Collectivity of Saint-Pierre and Miquelon, the Consulate General in Montreal's main role is to represent, protect and administer the Belgian community established in these territories. More than 16,600 Belgians are registered with the Consulate. The Consulate General also represents Belgium towards authorities in Québec and towards a variety of stakeholders.

Job Description

As Executive Assistant to the Consul General, you manage and coordinate the Consul General's agenda (meetings, correspondence, travel, visits, etc.); you handle the Consul General's professional expenses; you act as a point of contact for Québec Protocol, the Montreal-based diplomatic corps and a variety of stakeholders. You will regularly be tasked with organizing events, diplomatic receptions, and communication initiatives. You may also act as a backup of other staff in managing consular affairs.

Conditions of Employment

- Gross monthly salary: CAD 4.104,65
- 12 months full-time local contract (maternity cover | non-renewable)
- 26 days of paid annual leave + 14 public holidays
- No allowance for housing costs or transportation
- The candidate must have a valid immigration status/residence and working permit in Canada
- Starting date: 1 September 2022

Required Degree and Competences

- Bachelor or Master degree
- Fluent in French
- Excellent command of English
- Knowledge of Dutch is an asset
- A great sense of discretion, meticulousness and team spirit
- Strong organisational, communication and interpersonal skills
- Good IT knowledge (MS Office)
- Any previous working experience in government administration, public service, secretariat or event organisation will be considered an asset

Applications

To apply for this position, please send your **CV** and **cover letter** no later than **Monday 20 June 2022, 13:00h** (Montreal time) to charly.poppe@diplobel.fed.be, clearly stating 'Executive Assistant' in the subject line. For any questions related to this position, please contact the Consulate by email : montreal@diplobel.fed.be

Selection Procedure

CVs and cover letters received in due time will be carefully read and examined. A shortlist will then be established. Shortlisted candidates will be contacted on 22 June 2022. Interviews of shortlisted candidates will take place in the week of 4th July. The interview will measure the applicant's competences in French, Dutch and English and evaluate his/her skills and motivation. Administrative questions can also be discussed during this interview.