

# La Tablée des Chefs

## OFFER OF EMPLOYMENT

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**Position:** Administrative assistant and responsible for purchasing / sponsorship - Partnerships and Sponsorships Department.

**Status:** full time

### Description

Under the supervision of the Director of the Partnerships and Sponsorships department and the Executive Director, the assistant is responsible for ensuring the administrative follow-up for La Tablée des Chefs' departments.

### Summary of responsibilities

- Create purchase orders and follow up with different suppliers or partners
- Manage the budget and track expenses for purchases
- Analyze the different needs for each partner
- Create and follow up for different Excel tables
- Coordinate the follow-ups of deliveries and receipt of goods
- Accounting follow-up:
  - Monitoring donation amounts with suppliers
  - Monitoring sponsorship amounts
  - Track and classify sponsorship documents
  - Billing and receivables
- Other related tasks

### Job requirements

- 5 years minimum experience in a similar position
- Degree in administration
- Advanced proficiency in Excel
- Mastery of GSuite (Sheet, doc, GMAIL)
- Database management
- Accounting skills
- Knowledge of Acoma accounting software an asset
- French and English spoken and written

### Desired skills

- Sense of autonomy and planning
- Thoroughness, attention to detail
- Team spirit
- Open to changes and new projects
- Ability to work under pressure

- Good priority management

Start date: as soon as possible

Salary: to be discussed

Schedule: full time, 37.5 hrs / wk

Location: teleworking permitted (during pandemic)

Interested candidates must send their c.v. along with a cover letter explaining their reasons for applying to this position before June 22, 2021 to the attention of Marcella De Vincenzo: [marcella.devincenzo@tableedeschefs.org](mailto:marcella.devincenzo@tableedeschefs.org)

Thank you for your interest in La Tablée des Chefs. Please note that only candidates selected for an interview will be contacted.