



**Position:** Executive Assistant

Posting Date: 12 October 2021

**Employer:** International Coordinating Council of Aerospace Industries Associations (ICCAIA)

ICCAIA is the international organization for aerospace industry associations. Our members are engaged in the design, development, manufacture and in-service support of aeronautical and space products and technologies. ICCAIA provides an avenue for the world's aerospace manufacturers and service providers to offer their industry expertise toward the development of the international standards and regulations necessary for the safety, security, efficiency and sustainability of air transport, working with UN International Civil Aviation Organization (ICAO).

**Please send a CV and covering letter to [info@iccaia.org](mailto:info@iccaia.org) by 31<sup>st</sup> October 2021**

**Terms of Employment:** Part-time / Permanent

**Location:** Montreal, Quebec

**Employment Address:** 999, Robert-Bourassa Blvd, Suite 3.17, Montreal, QC, H3C 5H7 (with flexibility to work from home)

**Hours of Work:** 19 hours/week

**Salary:** CAD \$24,000 per annum plus discretionary bonus

**Working Arrangements:** This position has flexible working arrangements. The job holder can largely choose whether to work at home or at ICCAIA Headquarters but will be required to attend the office normally once per week or for specific meetings.

**Language:** English, French is beneficial

**Benefits:** Eligible for RRSP contribution plan and discretionary bonuses in accordance with company policy, 10 days paid vacation per annum.

**Contact:** [info@iccaia.org](mailto:info@iccaia.org)

**Position Summary:**

The Executive Assistant reports to the two Permanent Representatives of ICCAIA at the Montreal Head Office and is responsible for providing support for daily activities, organization of meetings and events and communicating with members and key contacts.

Principal duties include:

- Assist in the production of material (papers, presentations) for ICCAIA meetings
- Write, coordinate comments and distribute minutes from meetings
- Distribute and coordinate comments on ICAO papers for major events
- Arrange translation for High Level Conference / Assembly Working Papers



- Arrange meetings on behalf of Permanent Representatives including Board and AGM, regular ICCAIA meetings, external meetings including with ICAO representatives and other industry associations
- Arrange meetings for visiting ICCAIA Executives when in Montreal
- Coordinate attendance and participation in ICAO events and associated social activities
- Coordinate website content, gathering of inputs and update on ongoing basis
- Coordinate and assist with social media, coordinate press releases
- Create quarterly newsletter for members
- Maintain user access to shared workspace
- Arrange travel as needed

Requirements:

- At least 2 years experience providing executive support in a professional office environment
- Highly organized, able to prioritize own work
- Excellent written and verbal communication skills in English are required, French is beneficial
- Professional and able to deal with high level executives
- Good team player
- Strong MS Office Skills including Word and Powerpoint
- Knowledge of Sharepoint and Publisher an advantage
- Knowledge of LinkedIn, Twitter and ideally WordPress
- Self-starter, requiring little supervision
- An interest in aviation or aerospace is advantageous, as is an understanding of the role of international organizations and UN agencies

Candidates must have the right to work in Canada.

Please send a CV and covering letter to [info@iccaia.org](mailto:info@iccaia.org)