



International Coordinating Council of
Aerospace Industries Associations

Position: Administrative Assistant

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).

This is a close-knit, autonomous, and collaborative work environment where each team member plays an essential role in the company's success.

Terms of Employment: Full-time / Permanent (35 hours per week)

Location: Montreal, Quebec

Employment Address: 999, Robert-Bourassa Blvd, Suite 3.17, Montreal, QC, H3C 5H7 or satellite office in downtown Montreal with flexibility to work from home 1.5 days per week

Hours of Work: 35 hours/week

Salary: CAD \$50,000 per annum

Working Arrangements: This position has flexible working arrangements. The job holder is expected to be in the downtown office for 3 days per week, or for specific meeting requirements.

Language: English, French is beneficial

Benefits: 20 days paid vacation per annum plus holiday shutdown period (4-5 days)

Position Summary:

The Administrative Assistant is responsible for providing administrative support for daily activities, including organization of meetings, travel and expense claims.

The role encompasses a blend of administrative expertise and management support abilities. This role has diverse responsibilities, requiring someone with competent organizational skills who thrives in a team-oriented environment.

The ideal candidate should have a friendly personality, be highly collaborative, and display a positive attitude.



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Principal duties include:

Management Support

- Provide assistance to leadership, ensuring smooth daily operations and acting as a reliable point of contact within the organization
- Arrange ICCAIA meetings (Strategy Committee, Board and others) and send invitations
- Prepare letters and invoices
- Prepare and book travel, prepare expense claims
- Manage executives' calendars as needed
- Work with ICCAIA's Accounting Officer to compile tax claims

Administrative Support

- Manage and distribute the organization's calendar
- Assist in the distribution of material (papers, presentations) for ICCAIA meetings
- Write, coordinate comments and distribute minutes from meetings
- Send mass mailings to ICCAIA's membership
- Maintain user access to shared workspace

Stakeholder Support

- Support ICCAIA's members in requests for access to systems, documents and information
- Work with Director, Membership, Marketing and Communications to manage ICCAIA's membership database
- Arrange meetings for visiting ICCAIA Executives and Members when in Montreal, greet and support visitors in the ICCAIA office
- Coordinate attendance and participation in ICAO events and associated social activities

Requirements:

- Experience providing support in a professional office environment
- Highly organized
- Excellent written and verbal communication skills in English are required, French is beneficial
- Professional attitude with a friendly demeanour
- Team player
- Strong MS Office Skills including Word, Powerpoint, Sharepoint and Teams
- An interest in aviation or aerospace is advantageous, as is an understanding of the role of international organizations and UN agencies