



## Project & Administrative Assistant

**Location:** Montreal-based

**Employment Type:** Full-time

**Company:** Universalialia Management Group

**Application deadline:** 30 April 2026 (Please note that applications will be reviewed on a rolling basis, early application is encouraged)

**Start date:** May 2026

### About Universalialia

Universalialia is a Montréal headquartered management consulting firm working globally to support and empower organizations to realize their missions through strategic planning and evaluative learning. We specialize in Monitoring & Evaluation (M&E), Strategic Management, Institutional & Organizational Performance Assessment, Results-Based Management, Capacity Building. We operate through core service lines and specialized Practices and Focal Areas serving clients in 120+ countries. We are a values-driven organization, committed to excellence, equity, diversity, respect, teamwork, and innovative problem solving.

### The Opportunity

We are seeking a highly organized and proactive **Project & Administrative Assistant** to join our administrative team and play a key role in ensuring the smooth daily operations of the firm. This position is ideal for a detail-oriented professional who enjoys supporting senior consultants, managing competing priorities, and contributing to a collaborative, mission-driven environment. The successful candidate will be a trusted administrative partner, supporting internal operations while enabling consulting teams to focus on client delivery.

### Key Responsibilities

#### Administrative & Office Support

- Provide day-to-day administrative support to consulting teams: taking notes at meetings, tracking task assignments, deadlines and follow-ups, coordinating logistics, contract management, assisting with the planning and execution of corporate events and social gatherings, stocking of office supplies
- Manage calendars, schedule meetings, and coordinate internal and external appointments
- Prepare, format, and proofread documents, presentations, and reports, compile annexes, reference lists and supporting documentation
- Maintain organized digital and physical filing systems

#### Project Support

- Support consulting assignments through document management, meeting coordination, and logistical support
- Track deliverables, deadlines, and administrative inputs across multiple projects
- Assist with proposal preparation, including formatting, version control, and submission coordination

**IMPROVING PERFORMANCE TO MAKE A DIFFERENCE**

245 Victoria Avenue, Suite 200, Westmount, Quebec, Canada H3Z 2M6, Tel: (514) 485-3565, Fax: (514) 485-3210

[www.universalialia.com](http://www.universalialia.com)



- Assist with travel planning: airline and hotel booking reservations, calculating and preparing travel advance requests, ensuring that travelers have all the necessary information for their trips (visas, insurance, letters of invitation, etc.)

### **Financial & Operational Support**

- Assist with expense tracking, invoicing support, and financial documentation
- Support contract administration
- Liaise with external service providers (accounting, travel, venues, etc.)

### **Internal Coordination & Communications**

- Serve as a point of contact for administrative queries internally and externally: liaise with external consultants regarding contracting, invoicing, travel bookings and claims
- Serve as a point of contact within the Montreal office
- Support onboarding of new staff and consultants
- Contribute to continuous improvement of administrative processes and systems

### **Qualifications**

- Eligible to work in Canada
- Diploma or degree in Administration, Business, Office Management, or a related field; or equivalent experience
- 2–5 years of experience in an administrative or coordination role (experience in Consulting, Professional services, Non-profit, policy, or international development organizations considered an asset)
- Bilingual (English & French); additional UN languages are an asset
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and collaboration tools (SharePoint, Teams)
- Excellent written and verbal communication skills
- High level of organization, accuracy, and attention to detail

### **Preferred Additional Qualifications**

- Experience supporting senior professionals or multidisciplinary teams
- Familiarity with project-based or client-facing environments
- Experience with document-heavy workflows (reports, proposals, evaluations)
- Experience with communications tools (LinkedIn, formatting, document design)

### **Key Competencies & Personal Attributes**

- Strong organizational and time-management skills
- Discretion and professionalism when handling confidential information
- Ability to manage multiple priorities under tight deadlines
- Proactive, solution-oriented mindset
- Comfortable working independently while contributing to a team environment

### **What We Offer**

- Mission driven, values-based firm with a global footprint and diverse portfolio

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- Work closely with experienced consultants and leadership
- Exposure to diverse clients, sectors, and strategic issues
- Collegial, respectful, and intellectually engaged work culture
- Opportunity to grow within a professional services environment
- Office 5 days a week, with the option of a hybrid work arrangement consisting of 4 days in the office and 1 day working from home (after 3 months of employment).
- Competitive salary (commensurate with experience and leadership (58-65k CAD)

### What to Submit

1. Cover letter (1 page) articulating: motivation; experience, matched to requisite qualifications
2. Curriculum Vitae

### How to Apply

We are interested in pursuing a conversation with the right candidate in Montreal, Quebec. If you are interested and qualified, please submit the completed application package to [cv@universalia.com](mailto:cv@universalia.com) with the subject 'Project & Administrative Support' by **30 April 2026**.

Please note, we will be interviewing candidates on a rolling basis, early applications are encouraged.

Universalialia is an equal opportunity employer committed to an inclusive, accessible recruitment process, and therefore welcome and encourage applications from interested candidates regardless of age, sex, gender identity, disability, sexual orientation, race, religion, or belief.

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