



Project Assistant (Contract)

Who are we?

Universalialia is a management consulting firm based in Montreal, Canada. We have helped our clients improve the performance of their organizations, their programs, and their people since 1980. We work with public and private sector clients all over the world (UN agencies; bilateral and multilateral agencies; Canadian federal and provincial governments; foreign governments; NGOs; foundations; etc.). We specialize in monitoring and evaluation, strategic management, results-based management, institutional and organizational performance assessment, capacity building, and project management.

Universalialia is seeking a project assistant with **excellent organizational, administrative and communication skills** to support our Montreal office in a remote capacity, on an ad-hoc, contractual basis. This position will primarily manage remote interview scheduling between Universalialia project teams and predetermined stakeholders, undertaking other project support and administrative work as required by the project team.

The Project Assistant will be responsible for the following tasks:

Remote Interview Scheduling, including

- Communicating in a timely manner with previously identified stakeholders on behalf of the project team, to arrange remote (virtual) interviews and meetings
- Managing the calendars of the project team members, as it relates to the scheduling of remote interviews
- Troubleshooting technical issues related to interviews that are cancelled, rescheduled, or otherwise do not go ahead as planned
- Creating and maintaining interview logs and communicating the status of interview scheduling to the project team as and when needed.

General Project Support, including

- Responding to and managing requests from the client and team members, related to
 - the scheduling of meetings;
 - the organizing of logistics and interviews; and

- the revision of tools, documents and data.
- Coordinating with the relevant team leader or consultant to ensure that any requests are satisfactory carried out
- Responding in a timely manner to other ad-hoc requests from the project team as needed

This list is non-exhaustive and could evolve depending on the selected candidate's abilities and motivation.

The successful applicant should possess the following:

- Two years' relevant experience in project or administrative assistance/support
- Previous experience in consulting firms, familiarity with international development and humanitarian assistance, and/or evaluation consultancy, will be considered an asset
- Excellent English skills, written and spoken, with additional languages considered an asset
- Problem-solving abilities and an aptitude for finding creative solutions
- Excellent organizational, multi-tasking and prioritizing abilities
- Ability to respond to emails and requests promptly and accurately
- Excellent knowledge of MS Office, particularly Outlook, Word and Excel
- Familiarity with web-based communications platforms, i.e. Zoom, Skype and MS Teams
- Capacity to work autonomously and proactively with precision and professionalism
- Stable internet connection and ability to work fully remotely
- Available to start in the position as soon as possible

What we offer :

- A **contractual position of fixed duration**, with possibility for extension as needed, ideal for freelancers or current students
- Multiple contract positions available; possibility of overlapping contracts for the right candidate
- Flexible working hours
- Ability to work fully remotely from any location
- Opportunity to discover the international development field
- Competitive rates based on experience and contract requirements

*To apply, please send the following elements to Tracy Snilner
(tsnilner@universalia.com) before 1 October 2020*

- *A cover letter explaining why you are interested in the position*
 - *Your detailed and updated CV in English*