



Job Opportunity

Project & Administrative Support

Who are we?

Universalialia is a management consulting firm based in Montreal, Canada. We help our clients improve the performance of their organizations and make a difference in achieving more sustainable and equitable development. 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 to hire a Project and Administrative Support person, working jointly with the Environment, Security & Conflict Transformation (EnSeCT) Practice and the core Corporate Administration team. We have growing and exciting work in the areas of environment (climate change, water governance, sustainable commodity chains, etc.) and are looking to expand our team to help us meet diverse client needs. Within Universalialia, the role of Project & Administrative Support is integral in contributing to the successful execution of quality service provision and client engagement, furthering Universalialia's 40-year reputation for excellence.

This position is a full-time role, based in Montreal. The successful candidate must be able to work remotely, until such time that government regulations related to the current health crisis allow for a return to the office. The candidate will then shift to mostly office-based work, as soon as allowable.

The Project & Administrative Support person will be responsible for the following tasks:

General Project Support, including:

- Responding to, and managing requests from clients and team members, related to
 - Relationship management (e.g. scheduling meetings, follow-up communications, etc.);
 - Planning and logistics (organizing interviews, time management; file management; travel management, etc.);
 - Data management (organising documents, version management, report preparation, editing, etc.)
- Coordinating with the relevant team leader or consultant to ensure that any requests are satisfactorily carried out;
- Responding in a timely manner to extensive ad-hoc requests from project teams; and
- Performing a range of additional administrative tasks.

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

Remote Interview Scheduling, which is a key part of project-related support, including:

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

Administrative Support for the EnSeCT Practice Lead, including:

- Calendar and correspondence management;
- Administration of contracts and documents;
- Assisting with travel arrangements and expense claiming; and
- Other practice administration tasks, as required.

General Administrative Support, including:

- Managing the administrative aspects related to human resources and the onboarding of new staff;
- Reception duties, including answering the phone, taking messages and transferring calls as appropriate; and
- Office management tasks, including maintaining supply of consumables and liaising with maintenance and technical support staff.

The successful applicant should possess the following:

Professional competencies as demonstrated by:

- 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
- Highly developed verbal and written communication skills in both English and French. A third language is an asset (Spanish, Portuguese, Arabic, German, etc.)
- Excellent knowledge of MS Office, particularly Outlook, Word and Excel
- Familiarity with web-based communications platforms, i.e. Zoom, Skype and MS Teams
- Experience in preparing visuals and graphics to support reporting, including use of PPT, LucidChart, and other programs.

Professional experience and academic background:

- An undergraduate university degree in a relevant field
- Three 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

Personal competencies as demonstrated by:

- A demonstrated passion for the job and stamina to work in a fast-paced environment
- Flexibility and resilience
- Ability and willingness to participate constructively and effectively in decision-making processes
- Strong inter-cultural communication
- Unquestioned integrity

In addition to strong interpersonal and communication skills, the successful candidate will demonstrate a commitment to teamwork, as well as alignment with Universalialia's core values of respect, equity, integrity, innovation, and excellence in delivering services that support our clients in their progress towards meeting the United Nations Sustainable Development Goals (SDGs).

The salary range for this position is: CAD 40-45K per annum, pro rated.

If you are interested and meet the qualifications, by 30 April 2021, please submit a cover letter (up to one page) and your CV in confidence by email to:

Tracy Snilner

Subject: Project & Administrative Support

tsnilner@universalialia.com

To learn more about Universalialia, please consult: www.universalialia.com