

ADMINISTRATIVE ASSISTANT

This role combines **accounting, human resources and administrative support**, and is ideal for someone who thrives in fast-paced, multi-cultural environments and enjoys variety in their work.

Reporting to the Head of Finance and Human Resources, the Administrative Assistant will have various human resources and accounting-related tasks to perform, in addition to payroll processing, internal communications activities and general office support.

GENERAL RESPONSIBILITIES

Human Resources

1. Supporting managers in the recruitment process
2. Maintaining employee files
3. Coordinating the onboarding of new employees
4. Coordinating training activities and employee events
5. Maintaining HR policies and procedures up to date
6. As a member of the health & safety team, coordinating documentation, trainings and inspections

Bookkeeping

1. Receiving, verifying, and filing invoices
2. Reconciling credit card statements
3. Liaising with external vendors and service suppliers

Payroll

1. Verifying hours and timesheets
2. Exporting timesheets to the payroll system

Administration

1. Writing, editing and revising documents
2. Scanning, filing and maintaining organizational documentation
3. Assisting with scheduling and calendar maintenance
4. Managing office supplies and organization
5. Supporting various teams and their activities, e.g. fundraising, communications, operations, volunteers, etc.
6. Performing other tasks as assigned

EXPERIENCE, COMPETENCIES AND SKILLS REQUIRED

- **Education:** College degree in a relevant area (business, accounting, human resources, etc.) or a combination of education and experience deemed relevant; CRHA certification is an asset
- **Experience:** Minimum of 2 years of experience in bookkeeping and/or human resource administration
- Knowledge of, or interest in, issues related to homelessness, addiction, mental health and food insecurity.
- Excellent organizational skills

- Excellent oral and written communication skills in both English and French
- Ability to work autonomously and take initiative
- Solid judgment, discernment, and analytical skills
- Ability to thrive in a dynamic and diverse team environment
- Proficiency in Microsoft 365 environment, experience with accounting systems and/or HRIS
- Adherence to, and promotion of, the organization's mission and its values of continuity, trust, collaboration and kindness

WHAT WE OFFER

- A temporary (one year) position with a flexible schedule (24 - 32 hours per week)
- A salary of between \$22-25/hr depending on qualifications and experience
- A free meal from our kitchen available each workday
- Easy access to public transport

WHO WE ARE

St. Michael's Mission is an independent charitable organization working directly with people experiencing homelessness and food insecurity in downtown Montreal since 1927. The Mission serves as an important link in the chain of services for the city's disadvantaged and marginalized population. We provide breakfast and hot lunches, showers, personal hygiene products, clothing and emergency food to a multilingual and multicultural clientele. Other basic services include crisis intervention as a first step in rehabilitation, as well as information, referrals, and support for help with mental health and addiction problem. In addition, we help our visitors to navigate government systems and services such as welfare, unemployment insurance, and immigration.

Join our team!

Send your CV and cover letter to info@stmichaelsmission.ca by **July 24, 2026**.

St. Michael's Mission adheres to the principles of equity and diversity in employment and is committed to building a workplace that reflects the rich diversity of the Montreal community.