

JOB DESCRIPTION

Administrative Support Functions (Administrative Assistants and Receptionist)

While Theratechnologies is rapidly growing and is experiencing an important development of its business assets and pipeline, the Company is looking to hire talented and motivated. We currently wish to fill three administrative assistant positions. The administrative assistants, with their respective specific characteristics, will all play the role of key strategic partner within their assigned department (Communications and Human Resources, Marketing and Sales, and Legal Affairs and Finance).

If you are looking for a new professional challenge in a fast-moving environment where you can make your skills shine, this is your opportunity to apply!

Position Summary

The incumbent supports each department's vice-president in the success of their mandates and projects by providing them with the required administrative support and the management of interactions with internal and external stakeholders, on both local and international levels.

Key Responsibilities

- Manage calendars and meetings; organize business trips
- Prepare and review presentations and various correspondences
- Take responsibility for document management (filing, scanning and archiving) and provide administrative support to their department in order to ensure its proper functioning (expense reports, procurement of office supplies, accounting and budget management, emails, scanning, photocopies, etc.)
- Keep the team's timelines and deadlines up to date in order to ensure the timely execution and implementation of all projects, presentations, reports, etc.
- Work in close collaboration with other functions in order to ensure a high level of efficiency
- Carry out the assigned follow-ups and any other needed task, in conformity with the department's work procedures
- One of the three positions also includes the reception desk and the meeting rooms' preparation

Qualifications Required

- Minimum of 5 years of experience in a similar role
- Advanced knowledge of Microsoft Suite
- Advanced knowledge of Adobe
- Internet literacy
- Strong bilingual skills (French and English), spoken and written
- Proven experience and capabilities within one of the mentioned departments (Communications and Human Resources, Marketing and Sales, and Legal Affairs and Finance)

Personal Qualities specific to the position

- Ability to prioritize
- Autonomy and initiative
- Effective planning and organization
- Ability to set goals and meet deadlines
- Quality oriented and precision
- Team spirit and willingness to help
- Interpersonal skills and dynamism
- On-site presence required (unless new governmental restrictions related to the fight against Covid-19 become applicable in the workplace)