

Administrative Assistant

- Permanent full-time position
- Onsite Work Environment | Montreal, QC, Canada



About Us

Invera is the world's largest provider of Enterprise Resource Planning (ERP) software to the metals industry, with over 120 employees in the United States, Canada and the United Kingdom. We specialize in creating software products tailored to the intricacies of the metals industry, ensuring a seamless blend of speed and user-friendly design.

Invera offers metals customers an unparalleled level of proven product reliability and commitment to long-term innovation. We provide our customers with a unique and competitive advantage by delivering state-of-the-art turnkey solutions designed for the industry, including sales, purchasing, receiving, inventory management, multi-step production, production scheduling, delivery and logistics planning, and financials.

Invera's metals software products have been implemented worldwide in multiple languages in the USA, Canada, Mexico, UK, Europe, Dubai and Singapore.

Job Overview

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. Reporting to the Vice President of Finance, the successful candidate will provide efficient and effective administrative support to the Accounting, Client Services and Marketing teams, perform reception duties and liaise with various stakeholders to ensure the smooth operation of Invera's Westmount office. You will have experience working in a fast-paced environment, be resourceful and able to prioritize tasks to ensure deadlines are met.

Please note that this role is entirely on-site.

Primary Responsibilities

- Provide administrative support to the accounting, marketing, and customer service departments.
- Collaborate with other team members to improve administrative processes and efficiency.
- Assist in organizing activities such as client visits, special activities, lunches, etc.
- Maintain office supply inventory by checking inventory levels, anticipating needs, and placing orders.
- Perform receptionist duties such as greeting visitors, directing incoming calls, and handling courier services.
- Maintain digital and physical filing systems for records, documents, and reports.
- Maintain Invera's CRM for customer service (eCIM).
- Perform other administrative tasks as needed.

What We Offer

A competitive compensation package and a full range of benefits (group medical, dental and vision insurance, short-term and long-term disability insurance, RRSP/DPSP retirement plan).

A collaborative, inclusive and flexible work environment with opportunities for growth and development.

Essential Skills and Qualifications

- College degree in a relevant field (office administration, secretarial studies, accounting, administration, etc.) or equivalent.
- Minimum of two years' experience in an administrative role in a fast-paced office environment.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Highly organized, with strong attention to detail and the ability to efficiently handle multiple tasks simultaneously, paying close attention to detail, accuracy and timeliness.
- Strong written and verbal communication skills in English.
- Working knowledge of French.
- Strong interpersonal skills and ability to work well in a team environment.
- Ability to anticipate needs and solve problems independently.
- Demonstrate a high level of professionalism in dealing with colleagues and customers, showing courtesy, empathy, and tact.
- Demonstrate a high level of discretion and the ability to handle confidential information with integrity.
- Must occasionally be available to work outside of regular office hours as required.

How to Apply

Qualified candidates are invited to submit their resume and cover letter to: careers@invera.com

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Invera is an equal opportunity employer and encourages applications from all qualified candidates.