



Date: May 2011

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Job Title: Executive Assistant

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Job Function: Office, Administrative, Information Technology/Database Administrator, Business/Consulting

Position Type: Immediate Full-Time

Desired Majors: Business/Administration

Desired Degree Level: Undergraduate or equivalent experience

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Job Description: LEMAY-YATES ASSOCIATES INC is a boutique consulting firm specialized in telecommunications. We are looking to engage an Executive Assistant to work directly with the two partners of the firm. The Tasks involved are quite varied and involve everything from managing incoming emails, ordering supplies as well as making travel arrangements, basic accounting system entries, management of the client database and support in marketing and business development activities.

Qualifications: Fluency in French and in English both written and spoken is a key requirement; **NOTE: a test of business writing in both French and English will be required as part of the interview process**  
Enthusiasm, dedication and attention to detail are paramount to succeed in a consulting environment  
Very good knowledge of the MS Office suite is required  
Knowledge of Quickbooks accounting software is an asset; Other relevant experience would include translation, web site editing, management of high volume emails, e-commerce and on-line marketing

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Job Start Date: Immediately

How to apply: Please send your CV along with academic transcripts to us at [lya@lya.com](mailto:lya@lya.com)