



## Operations Administrative Assistant

**Posted by:** Cooptalis Numérique

**Posting date:** 01-Dec-2025      **Closing date:** 30-May-2026

**Education:** Highschool diploma or equivalent

**Language:** French

**Job location:** Montreal

**Salary:** \$34.62 Per Hour

**Years of Experience:** 5 years

**Vacancy:** 5 weeks

**Job Type:** Full Time

**Job id:** CAJ4023647

### Job description:

Anywr (Cooptalis Numérique) is an international company specializing in international mobility, with a global presence, including a subsidiary established in Canada. Anywr also stands out for its expertise in IT consulting and business services. Our company offers customized and innovative solutions to meet the diverse needs of organizations while promoting operational excellence and client satisfaction.

### ROLE OF THE OPERATIONS ASSISTANT

- Receive, process, and distribute client requests to ensure the efficient flow of information between various departments and subsidiaries.
- Provide administrative follow-up with clients, talents, and partners: respond to information requests, relay messages, and coordinate communications.
- Prepare, proofread, and format various administrative documents: proposals, contracts, correspondence, forms, and presentations.
- Open, file, and maintain up-to-date administrative records (contracts, legal documents, employee files) in both digital and physical formats.
- Perform administrative verification of contracts (CPS, CDI, amendments), compile relevant information, and transmit revised versions to the appropriate department for approval.
- Update and maintain filing systems and tracking tools (activity monitoring, billing tracking, dashboards, etc.).
- Compile monthly administrative data needed for KPI preparation and monitoring reports.
- Coordinate the preparation of employee files, including transmitting necessary information for payroll, insurance, and administrative declarations.
- Organize internal and external meetings when required: prepare documents, send invitations, confirm attendance, and draft meeting minutes.
- Request, receive, verify, and archive quotes and documents provided by partners.
- Maintain the inventory of files and ensure consistency in archiving practices across subsidiaries.
- Prepare and transmit required information for internal billing according to contractual terms.
- Coordinate administrative tasks related to operational processes in place and participate in updates when necessary.
- Conduct periodic administrative audits of files, when required, to ensure documentation compliance.
- Support internal teams in preparing administrative declarations (social security, insurance, etc.) by collecting and transmitting the necessary data.

## REQUIRED SKILLS

- High school diploma or equivalent
- Minimum 5 years of experience in the field
- Proficiency in French

## SALARY AND HOURS

34.62\$/hour

37.5 hours/week (Monday to Friday)

## START DATE

As soon as possible

## JOB LOCATION (HYBRID)

2070-550 Sherbrooke Street West, Montreal, QC, H3A 1B9

### **BENEFITS**

- Life insurance
- Dental insurance
- Health insurance
- Pension plan
- Disability insurance
- 5 weeks vacation

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jesse.branchaud@anywr-group.com](mailto:jesse.branchaud@anywr-group.com)

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