



## ADMINISTRATIVE ASSISTANT- LOGISTICS AND TECHNICAL OPERATIONS

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### DESCRIPTION :

Under the logisitc and technical Directors, the assistant provides administrative support and coordinate the department files. The assistant must be available to work variable shifts.

### RESPONSIBILITIES:

- Prepare purchase orders for approval prior to order goods or services
- Adjust the purchase orders.
- Invoice handling.
- Follow-up with the accounting department about the invoice settlement.
- Send checks to vendors.
- Solve all invoicing problem.
- Reconcile monthly credit card statements and produce reports.
- Organize and maintain a filing system for all received documents.
- Track spending to ensure budgets and approved purchase orders are not being exceeded.
- Supervising temporary staff during the tear down/set up operations
- Participate to the set up and tear down operations
- Follows up on invoices to make sure the budget is respected;
- Produce letters, memos and notices as necessary.
- Actively participate in the set-up/teardown phase.

### CRITERIAS ;

- 1 or 2 years experience in the administrative support and coordination.
- An experience with a production on tour is an asset.
- Excellent knowledge of MS Office.
- Must be perfectly bilingual (English and French)
- Must be independent and well organized.
- Be able to meet very tight deadlines with minimal supervision.
- Valid driver licence
- Be able to travel full time and work internationally.

### SALARY

To be discussed according to experience.  
Transportation, lodging and food are provided on tour.



Candidates should apply to:

Cavalía inc

Ref.: Administrative assistant-logistics and technical operations

Fax: (514) 879-9003

E-mail: [rh@cavalía.net](mailto:rh@cavalía.net)

Only selected candidates will be contacted. Please do not call.