



Executive Assistant - General Management

Montreal - Full-time - 744000027725275

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As an Executive Assistant at Ubisoft, you will play a key role in supporting our management and managing day-to-day operations.

You'll understand the implications of the various issues delegated to you, and use your judgment to make decisions that fit the context.

Collaborative and able to handle several files simultaneously, you will help your colleagues organize their time and priorities. You'll also ensure smooth communication between different departments and with external partners.

What you will do

- Proactively manage the ever-changing schedule of the Executive Vice Presidents.
- Manage incoming emails from VPs, follow up on requests and draft responses as needed.
- Prepare presentations, follow up on meetings and assign actions to appropriate stakeholders.
- Ensure administrative management of budgets and expenses (prepare time sheets and expense reports, monitor budget and obtain necessary approvals).
- Coordinate projects, providing support for event planning, special project execution and travel logistics.

What you will bring to the team

- Around 5 years' experience in a similar role or in relevant administrative functions
- Solid experience with Outlook, Office Suite (especially PowerPoint), OneDrive and SharePoint
- Ability to communicate in French, orally and in writing, to interact effectively with colleagues and partners
- Organization and time management: Ability to prioritize and manage multiple tasks and projects

- Adaptability: Flexibility to adapt to changes, new priorities and unforeseen situations
- Initiative: Proactive approach, anticipating needs and taking initiative to improve processes and support team objectives
- Collaboration: Ability to work in harmony with colleagues and partners
- Discretion: Ability to handle confidential information with professionalism

Ubisoft's 19,000 team members, working across more than 30 countries around the world, are bound by a common mission: enrich players' lives with original and memorable gaming experiences. Their commitment and talent have brought to life many acclaimed franchises such as Assassin's Creed, Far Cry, Watch Dogs, Just Dance, Rainbow Six, and many more to come.

Ubisoft is an equal opportunity employer that believes diverse backgrounds and perspectives are key to creating worlds where both players and teams can thrive and express themselves.

When you join Ubi MTL, you discover a workplace that sparks inspiration and connection. We offer a collaborative space that provides career advancement, a host of learning opportunities, and meaningful benefits centred on well-being.

If you are excited about solving game-changing challenges, harnessing cutting-edge technologies, and pushing the boundaries of entertainment, we invite you to join us on our journey and help us create the unknown.

At Ubisoft, you can come as you are. We embrace diversity in all its forms. We're committed to fostering a work environment that is inclusive and respectful of all differences.