Administrative Coordinator

Quebec City - Full-time - 744000163748182

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As a Administrative Coordinator at Ubisoft Québec, you will support the studio's day-to-day administration and resilience activities. You will report to the Studio Resilience Manager and work within established guidelines and procedures.

What you'll do:

- Coordinate front desk services, including answering calls and welcoming visitors;
- Handle the receipt and dispatch of letters, parcels and faxes;
- Respond to employee inquiries, resolve routine issues and complete assigned or related tasks;
- Provide administrative support for studio activities and manage physical and electronic documents;
- Coordinate physical security processes and requests;
- Update the office manual, documents and records;
- Work with team members to improve existing processes when needed;
- Contribute to resilience projects and support emergency response preparedness;
- Support health and safety activities to help the studio comply with applicable regulations;
- Support internal prevention and threat awareness training.

What you bring to the team:

- Provide attentive service to employees and visitors;
- Coordinate several initiatives with strong organization and careful administrative follow-up;
- Communicate clearly and work well with others;
- Draft clear, structured documents;
- Adapt to change and work resourcefully with limited direction;
- Strong communication skills in both French and English to collaborate with global teams and partners;
- Use Microsoft Office products;
- Bring basic project management knowledge as an asset.