

Phone :

Web :

**Job Summary**

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Vacancy :

Deadline : Jul 21, 2024

Published : Jun 21, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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LeddarTech, headquartered in Quebec City with R&D centers in Montreal and Tel Aviv, We specialize in AI-based low-level sensor fusion and perception software.

Our solutions enable the deployment of advanced driver assistance systems (ADAS), autonomous driving (AD) and parking applications. Utilizing advanced AI and computer vision algorithms, our automotive-grade software, LeddarVision™, generates precise 3D environmental models for improved decision making and navigation safety.

### OUR MISSION

Deliver high-performance AI automotive software that enables the market to deploy ADAS features reducing the number of road accidents and making transportation more enjoyable and efficient.

### YOUR MISSION

LeddarTech is currently looking for a dynamic Executive Assistant in the Montreal area, reporting to Frantz Saintellemy, President, and CEO. The Executive Assistant must be creative and enjoy working in a small, entrepreneurial, mission-driven, and results-oriented technology environment in a publicly traded company. The ideal candidate will be able to exercise sound judgment in a variety of situations, and possess strong written and oral communication, administrative and organizational skills. He/she must also be able to maintain a realistic balance between several priorities.

The Executive Assistant will have the ability to work independently on projects from conception to completion and must be able to work under pressure at times to manage a wide variety of activities and confidential matters with discretion. This could be the ideal opportunity for you if you are a meticulous and articulate administrator who excels at organizing people and thrives in stimulating environments.

### Responsibilities

#### Administrative support:

- Manage agendas and schedule appointments according to the priorities of the President & CEO and as needed other officers
- Plan bi-monthly management team meetings and assist in preparing agenda
- Ensure close follow-up of matters and actions arising from meetings or the needs of the CEO
- Produce, verify and obtain approval of expense reports for the President & CEO and oversee the approval for other executive and officers
- Make travel reservations, including flights, hotels, and trains, for all employees of the organization and the Board of Directors
- Coordinate quarterly meetings of the Board of Directors and its committees
- Support to organize special events and corporate functions, including planning, booking venues, managing invitations, etc.
- Support the management team in strategic initiatives

#### Communications:

- Coordinate, in conjunction with the Marketing and Communications team, the President and CEO's public commitments
- Act as liaison between the President & CEO and other members of the organization, suppliers and partners, and the Board of Directors
- Prepare and edit documents such as reports, CEO biographies, presentations, and e-mails
- Manage incoming and outgoing phone calls and emails for the President and CEO
- Facilitate communication between the CEO, executives, employees, and Board members

#### The ideal candidate for this position will have:

- 7 to 10 years' proven experience as an executive assistant
- Demonstrated experience with multiple executives in a publicly traded company
- Proficiency in Microsoft Office suite
- Strong organizational, time management and attention to detail skills
- Excellent oral and written communication skills in English and French
- The ability to establish and maintain healthy and harmonious relationships
- Ability to prioritize, maintain confidentiality, solve problems, and work independently or collaboratively
- Flexible and adaptable to changing priorities and deadlines

### OUR VALUES

**Customer** - Our customers are at the foundation of our actions.

**People** - Our team's well-being and talent is our vector for growth.

**Innovation** - We innovate in all aspects of our business on our path to market leadership.

**Courage** - Our culture nurtures courage and empowerment.

### LIFE AT LEDDARTECH

**Flexibility:** Many positions in the organization allow for flexible and hybrid work hours.

**Global Collaborative Multi-Disciplinary Teams:** As a lean organization, we foster an environment where everyone's input matters. You will have the opportunity to influence our technology roadmap with your innovative ideas and contribute to our company's mission.

**The Right Tools Provided:** Regardless of your position, we will outfit you with all the tools you need to be successful.

**Investment in Learning:** Opportunities to attend seminars, trainings, and conferences to enhance your skills.

### PERKS

- Employee Assistance Program.
- Free onsite parking.
- Public transit accessibility.
- Comprehensive compensation package including short term incentives and long term incentives.
- Generous paid time off.

### #Envision the Road Ahead!

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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