

EXECUTIVE ASSOCIATE



QUANTUM IS CURRENTLY SEEKING A CANDIDATE TO JOIN ITS TEAM AS AN EXECUTIVE ASSOCIATE.

WHO ARE WE?

The Quantum Group, which includes Quantum Juricomptable (Forensic Accounting), ALIAS Solution (Whistleblowing Mechanism) and Enquêtes LRG (Investigation), offers a range of services related to the prevention, detection and investigation of wrongdoings in organizations. These include expert investigative services, training in awareness and prevention, and the independent management of a reporting mechanism.

The Quantum Group team possesses specialized expertise in all fundamental areas of investigation. The combination of so many investigation specialists under one roof makes us leaders in Quebec and Canada in this field. Our elite group combines experts in finance (forensic accounting), human resources, cybersecurity and police investigations.

Driven by a human mission to prevent and stop wrongdoings, inspired by our values of rigor, integrity and efficiency, our professionals work daily with passion, dedication and goodwill. We are proud to offer our clients distinctive support and added value in the prevention, detection and investigation of all types of wrongdoing.

Website: www.quantumjuricomptable.com

BENEFITS OF THE QUANTUM GROUP

Within the Quantum Group, you will have the opportunity to evolve alongside the President, in a growing organization. You will collaborate on stimulating mandates within a dynamic team and you will surpass yourself. You will be part of a culture of excellence, collaboration, integrity and rigor.

You will benefit from a great deal of autonomy in the execution of your work, flexibility in your schedule and the advantages of telecommuting.

JOB DESCRIPTION

Under the direct supervision of the President, you will:

- Assist the President in the performance of her duties (administrative and operational) to facilitate and optimize the operation of the Quantum Group;
- Prepare documents of an operational or strategic nature, manipulate Excel tables and produce PowerPoint presentations;
- Act as a coordinator for various files within the group;
- Manage follow-ups with various stakeholders;
- Perform development, research and analysis activities for specific files;
- Meet with individuals on behalf of management;
- Implement and monitor procedures as directed by management and carry out these procedures to completion;
- Perform any other related duties as requested by senior management.

QUALIFICATIONS REQUIRED

- Have at least a university degree in the field of administration or any other alternative approved by the employer;
- Possess superior organizational and communication skills;
- Attention to detail and thoroughness in carrying out and following up on files to ensure that objectives are met and deadlines respected;
- Demonstrate creativity, a high degree of autonomy and be able to make timely decisions to move issues forward;
- At least 2 years of professional experience relevant to the position to be filled;
- Enjoy working in a team;
- Master all the main tools of the Office suite (Outlook, Powerpoint, Word and Excel);
- Fluent in spoken and written French and English;
- Be able to exercise great discretion with regard to the files entrusted to him/her.

Are you ready to develop your full potential?

If you are the ideal candidate for this position, please send your CV to the following address: career@quantumjuri.com

Only successful candidates will be invited to an interview. Due to the nature of the position, successful candidates will be required to agree to undergo a criminal record check.