



JOB OPPORTUNITY

Administrative Assistant

VST Euro Technologies, a leader in the distribution of premium European windows and doors, is looking for an organized, versatile, and self-motivated **Administrative Assistant** to join our team in **Mont-Tremblant**.

Schedule

- 3 days per week
- Wednesday to Friday
- In-person position at our Mont-Tremblant office

Key Responsibilities

- Provide administrative support to the team.
- Perform a variety of secretarial and clerical duties.
- Answer incoming phone calls and deliver outstanding customer service.
- Assist with the preparation and development of quotations.
- Maintain and update customer files and project information.
- Work with Microsoft Office, with a strong focus on Excel.
- Read and interpret construction drawings to support the quotation process.
- Collaborate with sales representatives, designers, and the management team.

Qualifications

- Excellent knowledge of Microsoft Office Suite (Excel, Word, Outlook).
- Strong Excel and data management skills.
- Bilingual (English and French), both spoken and written.
- Ability to read construction drawings is considered a strong asset.
- Naturally curious with a strong desire to learn.
- Comfortable using new technologies, including Artificial Intelligence (AI) tools.



- Highly organized with strong attention to detail.
- Excellent customer service skills.
- Strong verbal and written communication skills.
- Ability to manage multiple projects simultaneously and prioritize effectively.
- Proactive, motivated, and eager to contribute to the company's continued growth.
- Team player with the ability to work independently and solve problems.

What We Offer

- A dynamic and stimulating work environment.
- A passionate and collaborative team.
- Exciting projects in the premium European windows and doors industry.
- Opportunities to develop your skills in a fast-growing sector.
- Competitive salary (based on experience).
- Paid vacation starting in your first year.
- Free on-site parking.
- Paid training.
- Ongoing professional development.
- Opportunities for career advancement.
- Corporate apparel provided.

If you enjoy challenges, are highly organized, and would like to be part of a company recognized for its expertise and quality, we would love to hear from you.

Please send your résumé to:

cathie@vsteuro.com