

# ADMINISTRATIVE ASSISTANT



## WHAT WE DO

*Empowering powerful ideas*

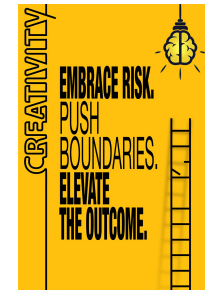
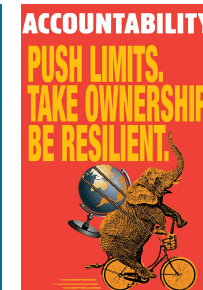
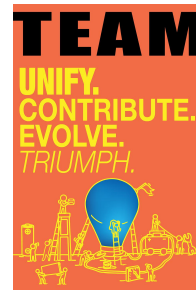
**Immersive Entertainment**  
**Multimedia Shows**  
**Interactive Museum, Tourism, and Cultural exhibits**

At TKNL Experiences, we believe it's critical to make the world's most powerful ideas accessible to everyone. Guided by our core principles of storytelling, visitor journey, and community engagement, we design transformative experiences that inspire and broaden the mind.

We mobilize 30 years of multimedia craft so big ideas can reach their publics. This is what it means to empower powerful ideas.

## OUR VALUES

More than lip service, our values act as daily reminders of what we hope to achieve through collaboration. They guide our recruitment practice, shape our roles and responsibilities, help evaluate our contributions and progress. This DNA filters through everything we do.



## TKNL IN NUMBERS

35 years in the industry  
14,000 events  
750 installations  
120 team members

# ADMINISTRATIVE ASSISTANT



## THE ROLE

This position is a true pillar of support. It offers the opportunity to actively contribute to the smooth and efficient operations of our creative team. The Administrative Assistant plays a central role in organizing, coordinating, and following up on administrative activities related to our cultural and immersive projects.

At TKNL Experiences, the role goes well beyond traditional administrative support: it involves close collaboration with multidisciplinary teams — production, creative, and leadership — to ensure rigorous management of documents, calendars, communications, and project tracking. It's a key position that connects daily details to the bigger picture.

We're looking for someone who is thorough, proactive, and comfortable in a fast-paced creative environment — someone with excellent organizational skills and a sharp sense of priorities. You enjoy bringing structure, clarity, and support to others. Our work culture values autonomy, reliability, and collaboration — essential pillars for being part of a dedicated and caring team.

## LEVEL OF RESPONSIBILITY

20% tactical | 80% operational

## REPORTS TO

Executive Producer, TKNL Expériences

## LOCATION

2120 Sherbrooke Street East, Suite 905, Montréal

## YOU

Versatile, resourceful, and always ready to keep things running smoothly, you're a true engine of efficiency for the team. You thrive in dynamic environments where no two days are the same, and you skillfully juggle administrative tasks, purchasing, office logistics, and coordination support.

You are autonomous, proactive, and have a strong practical sense. Whether it's helping with procurement, coordinating your colleagues' efforts during a pitch, following up on invoices, or welcoming a visitor, you act with professionalism and great attention to detail.

- Excellent organizational skills, record-keeping, and document management
- Strong attention to detail in data entry and the maintenance of administrative and financial records
- Ability to track budgets, process invoices, and prepare reports
- Proficient in office software tools (Google Workspace) and ideally experienced with accounting software
- Strong attention to detail, respect for deadlines, and a keen sense of confidentiality
- Collaborative mindset, proactive attitude, and clear communication skills

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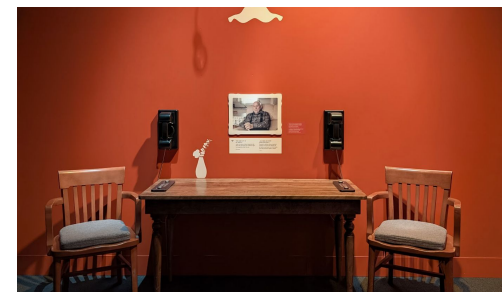


## RESPONSIBILITIES

- Manage day-to-day office needs: supplies, coffee, printers, maintenance services, etc.
- Handle purchasing processes: contacting suppliers, requesting quotes, managing purchase orders and deliveries
- Support the team in preparing documents for pitches and RFPs: formatting, proofreading, checklists, and sending
- Perform various administrative follow-ups: timelines, supplier invoices, internal requests
- Help maintain internal communication tools: shared calendars, folders, templates, etc.
- Assist with organizing internal meetings and welcoming clients or external collaborators
- Keep internal databases up to date: contact lists, office tools, document templates
- Contribute to a positive and efficient work environment through your proactive and attentive presence

## KEY COMPETENCIES

- Excellent organizational skills, filing, and document management
- Precision in data entry and maintaining administrative and financial records
- Ability to track budgets, process invoices, and prepare basic reports
- Proficiency with office tools (Google Workspace), and ideally experience with accounting software
- Strong attention to detail, ability to meet deadlines, and discretion in handling sensitive information
- Team spirit, proactive mindset, and clear communication skills
- Ability to manage a variety of tasks (administrative, logistical, coordination) with flexibility
- Interest in creative, cultural, or event-driven environments (an asset)



# ADMINISTRATIVE ASSISTANT



## PREREQUISITES

- Education in administration, coordination, or a related field — or equivalent experience
- Relevant experience in administrative support, logistics, or coordination in a professional environment
- Proficiency with office and collaboration tools (Google Workspace, Excel, etc.)
- Proven ability to manage multiple priorities simultaneously with rigor and autonomy
- Strong sense of service, reliability, and professionalism in internal and external communications
- Bilingualism (French and English), both spoken and written

## SALARY & BENEFITS

- Competitive salary based on experience
- Group insurance plan (health, dental, wellness)
- Flexible work hours
- 35-hour work week
- Up to 2 days of remote work per week
- Central Montreal office
- Ongoing training opportunities
- Cell phone allowance

## TO APPLY

Send your application to [recruitment@tknl.com](mailto:recruitment@tknl.com) by July 18, 2025, including:

A cover letter outlining your motivation for applying and your vision for the role. Feel free to include any questions you may have about the position.

A résumé highlighting your previous experience and career path..

