

About Mount Hermon Cemetery

Nestled in the heart of Québec City, Mount Hermon Cemetery has been a serene resting place and a symbol of remembrance for our community since 1848. We pride ourselves on maintaining a peaceful environment that honours the memories of our dearly departed and inspires visitors. Our commitment to excellence is unwavering, and we are now seeking someone to join our team as an Administrative Assistant.

Position: Administrative Assistant

Direct supervisor: Manager of the organization

Type: Full time, thirty-five hours (35h) weekly

Main responsibilities

Administrative & Secretarial oversight: Supporting the manager and office operations through scheduling meetings, correspondence, record management, data-entry & numericizing and general administrative tasks;

Front-desk service: Primary point of contact for visitors, families, and callers; ensuring a welcoming, calm, and respectful presence at the cemetery office;

Coordination with External Partners: Interacting with funeral directors, monument manufacturers, contractors, and other stakeholders to ensure smooth coordination of services and follow-ups;

Support for Sales, Rentals & Events: Assisting with lot sales processes, reception space rentals, and on-site activities by preparing documents, welcoming clients, and coordinating logistics; and

Office Orderliness: Helping maintain orderly office spaces while contributing to the continuous improvement of administrative workflows.

Required Skills

- Diploma in a relevant field of training; relevant combination of studies and experience will also be taken into consideration;
- Experience using word processing software, editing, spreadsheets, presentations (such as Microsoft 365), databases, as well as communication tools (Zoom, Teams, communication platforms, social media, etc.);
- Excellent communication in English and French, both written and oral;
- Demonstrated ability to work with a diversity of interested parties; and
- Authentic respect for the delicate nature of this function and an ability to deal with emotionally charged situations with empathy and discretion in complete confidentiality.

Advantages

- Supplementary health insurance;
- Three (3) weeks of vacation, five (5) sick days and three (3) mental health days annually upon entry into the position; and
- Hourly remuneration from twenty-one to twenty-five dollars (\$21.00 - \$25.00) depending on qualifications and professional experience.

For more information or to submit your Curriculum Vitae accompanied by a cover letter, please contact Mr. Zacharie Garneau, Manager of Mount Hermon Cemetery, at the following email address: info@mounthermoncemetery.com.

Shortlisted candidates will be contacted for a brief phone screening prior to in-person interviews. The deadline for sending in applications is Friday, January 17, 2026. Expected start date: February 2026 (flexible).

As an employer, Mount Hermon Cemetery subscribes to the principle of equal access to employment. We value the diversity of our staff and are committed to creating an inclusive environment for all employees.