

## **JOB OPPORTUNITY**

Boudreau Albert Savoie & Associates has an exciting opportunity for an administrative assistant who thrives in a fast-paced, dynamic environment. This role is focused on providing exceptional internal and external client service and is an important part of our team.

### **The responsibilities of the Administrative Assistant include:**

- Provide administrative and support services to all employees
- Data requirements gathering to support file preparation
- Coordinate the flow of information between client, other service providers and internal team members
- Maintain and organize client directory
- Manage file documentation, storage of electronic files
- Provide exceptional client service
- Produce and print various documents with an exacting eye for detail
- Monitoring, tracking and updating internal systems
- Other administrative duties as required

### **Skills:**

- A diploma in office administration or the equivalent with 2-3 years of experience - relevant experience in an accounting firm is an asset
- Strong organizational skills
- Ability to work independently and as part of a team
- Strong knowledge of MS Office software such as Word and Excel
- Excellent verbal and written communication skills in English and French
- Ability to work in a fast-paced environment managing competing deadlines
- Ability to manage priorities, problem solve and understand when to escalate issues

If you are interested in exploring this opportunity with our firm, please send a cover letter and your résumé in confidence by email to: [\*\*hr@bascpa.ca\*\*](mailto:hr@bascpa.ca)

We thank all applicants for their interest; however only those selected for an interview will be contacted.