

Administrative Assistant (Full time, permanent)

Please forward your resume to Human Resources at smccrann@andrews.ca

The Position

We are currently seeking a full time, preferably bilingual Administrative Assistant. As part of the team, you will be responsible for providing administrative support duties in varying capacities. You must be available Monday to Friday from 9am to 5pm. You are detail oriented, organized and possess strong communication skills. Related experience would be a significant asset, but is not required. You will be working in a progressive environment that relies heavily on new technology. Strong working knowledge of Microsoft Office and a Microsoft Windows environment is essential. Experience with CaseWare and CaseView would be a significant asset.

What makes Andrews right for you?

At Andrews & Co. you can expect to have a rewarding and exciting career. We take care of our people. We understand that our staff is our greatest assets so we offer a competitive salary, paid personal days, health and dental benefits and firm sponsored events in a team environment throughout the year. Additionally we offer expense reimbursements (including approved courses/training/conferences and professional dues), office closure between Christmas and New Years and half day Fridays during the slower months.

Duties and responsibilities may include:

- Printing and assembly of financial reports, letters and other supporting documents
- Continuing implementation and oversight of new internal client management software
- Other special projects as necessary
- Organization and filing of client information
- Submitting tax forms
- Booking travel arrangements for partners and associates
- Occasional reception work
- Other administrative duties as needed

The Firm

We are a well-established mid-size local public accounting firm in Ottawa (Orleans) with clients across Canada. Our clients are small to mid-size private corporations, not for profit and charitable entities, Estates and Trusts, and individuals. Our services include accounting, controllership, business management services, financial statement preparation, assurance, income and commodity taxation, valuations and more. We are a paperless office that values technology. We put our employees and clients first with very modern, attractive offices, and a focus on work-life balance. Our people remain the driving force behind our continued success.

If you are interested in applying for this position, please email Shanley McCrann at smccrann@andrews.ca. Only those selected for an interview will be contacted. We thank you for your time and interest in Andrews & Co. and we look forward to hearing from you.