

## **Receptionist/Administrative Assistant**

*Please forward your resume to Human Resources at [smccrann@andrews.ca](mailto:smccrann@andrews.ca)*

### **The Position**

We are currently seeking a full time Receptionist and Administrative Assistant. As part of the team, you will be responsible for providing reception and 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 and bilingualism 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.

### **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 June through December.

### **Duties and responsibilities may include:**

- Scanning, archiving and filing client documents
- Submitting tax forms
- Preparing and distributing internal and external letters
- Greet and welcome guests on arrival
- Order office supplies and keep inventory of stock
- Handling incoming and outgoing mail
- Answer phones and manage switchboard
- Schedule appointments and meetings as required
- Other special projects as necessary

### **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](mailto:smccrann@andrews.ca).