

Administrative Assistant

Pennock Acheson Nielsen Devaney LLP is looking for a professional and reliable Administrative Assistant. The Administrative Assistant will be responsible for providing courteous internal and external customer service and supporting the administration team.

Key Duties & Responsibilities

- General administrative duties such as filing, scanning and photocopying, typing, and transcribing
- Assembly of client packages
- Assisting in preparing invoices for clients
- Assisting in filing online Tax and accounting documents
- Assisting accountants in general administrative inquiries and formatting requests in internal software
- Back-up for receptionist duties
- Other duties as required

Education & Experience

- 1-2 years in a professional office setting
- Experience in an accounting office is considered an asset
- High School Diploma
- The desire and willingness to learn

Skills & Knowledge

- Knowledge of general office administration activities
- Exceptional computer and technology skills including Microsoft Suite
- Outstanding interpersonal and communication skills
- Strong time management and organizational skills

Why you need to work at PAND

- Benefits & Perks
 - Competitive salary with a comprehensive benefit package
 - Health Spending Account
 - Paid downtown parking
 - Downtown Building Amenities include access to a gym and private lounge
- Work culture
 - Our firm has a positive and supportive atmosphere with a strong focus on quality
 - We strive to provide a high level of client service
 - We work hard but have a ton of fun doing it
 - Corporate Challenge – Team events

Our Firm

Pennock Acheson Nielsen Devaney is a firm of Chartered Accountants formed by former partners and senior managers of one of the international accounting firms. Their desire was to provide their clients with high-quality professional services, but with the consideration and personal touch that can be better provided through a smaller firm. We believe we offer our clients outstanding big firm experience delivered in a hands-on manner.

PAND's ability to develop and maintain meaningful relationships with clients sets us apart from other professional services firm; our objective is to be the client's trusted advisor for all business and financial matters.

Although we characterize ourselves as a mid-sized firm, our client base is comprised primarily of mid to large-sized owner managed enterprises as well as some public companies. Our client's range in size from \$50,000 to \$500,000,000 in revenue in industries such as manufacturing, retail, service, transportation, real estate management, tourism, agriculture and related services, wholesale, and oilfield service.

To apply

Please apply through www.pand.ca

Please note only those considered for an interview will be contacted.