

Administrative Assistant with Modern Finance

Modern Finance is a boutique accounting practice offering high quality service & solutions to its individual & small business clients.

We provide a relaxed & comfortable setting for our clients & are focused on changing the typical accounting stereotype.

Please note: Applications must qualify for the START program to be considered for this role. For more information please visit: <https://novascotia.ca/employmentnovascotia/programs/start.asp>

Job Responsibilities:

- Provides administrative support to ensure efficient operation of the office.
- Answer, take messages & respond to all contact methods (e.g., phone, email, social media)
- Manage email, schedule meetings & support visitors.
- Carry out administrative duties such as filing, typing, printing, & file assembly.
- Carry out daily bookkeeping duties for clients & the practice.
- Exhibit polite & professional communication in person, via phone, email, & mail.
- Maintain strict confidentiality with all office & client matters

The position requires a 30-hour work week & is flexible with daily start & ending times. Hourly rate will be reflective of knowledge, skills, & experience.

Skills & Qualifications

- Customer service & strong people skills
- Organization & time management
- Problem solving
- Delegation
- Attention to detail
- Resourcefulness
- Flexibility
- Attentive learner
- Verbal communication
- Administrative writing skills
- Computer savvy

Education & Experience Requirements

- High school diploma or equivalent education required
- 2 years of experience as an administrative assistant or post-secondary education in this field, or a combination of both.
- Proficient in Microsoft Excel

Please email resume to info@jenniferhaley.ca