



Administration Assistant

Job: #2016-AA17

Part-time

What You Bring to Truspect Consulting

- College diploma or an equivalent combination of education/experience in administrative assistant skill set. Minimum 2 years administration experience.
- Strong time management, interpersonal and communication skills
- Strong attention to detail with an aptitude for proofreading, suggesting alternatives and making modifications.
- Examples to prove you are a self-starter, problem solver and team player who is well organized and deadline focused
- Proven ability to deal with sensitive materials with a high degree of tact and discretion
- Proven ability to prioritize duties based on their importance and urgency
- Advanced skills with MS Office, Outlook, Excel and PowerPoint etc.
- Proficiency in English (both verbally and written)

Responsibilities

- Perform administrative support to team members include fielding phone calls, receiving and directing clients
- Coordinate, prepare, edit and/or proofread documents such as government correspondence, financial statements, and income tax returns using various software.
- Respond independently to basic client enquiries and escalate complex client enquiries to appropriate parties based on knowledge of practice/structure and work process.
- Proactive and independent management of partners' calendar and contact database in order to maximize best use of the partners' time.
- Perform billing related duties
- Coordinate meetings, conference calls, video conferences, net meetings, and events pertaining to a function, etc., organize materials and take minutes.

At times, business needs arise and employees are required and agree to work beyond their normal work day or work week to fulfill the accountabilities required for their job. Likewise, people need time to devote to personal matters, and our approach to flexibility provides for this.

Join us to work hard and play hard!

Potential candidates are requested to send a resume, cover letter and salary expectation to careers@truspect.ca
Thank you very much for your interest, however, only qualified candidates will be contacted