



Administrative Assistant Full-Time

Port Hardy and North Island
Port Hardy

Monday September 21, 2026

\$21 - \$25/ hour (\$21 - \$ 22.50)

Company: Ascentia CPA

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

please send resume to Info@ascentiacpa.ca

Attachment: [Administrative assistant posting September 2026_0.pdf](#)

Expiry Date:

Monday, October 05, 2026

Details:

• Answer phones, greet clients, respond to emails, and manage incoming and outgoing correspondence. • Schedule appointments, coordinate meetings, and support calendar management for partners and staff. • Prepare, proofread, scan, file, and organize client and firm documents in digital and paper formats. • Assist with client onboarding, maintaining accurate records, and updating contact information. • Maintain office supplies, coordinate couriers, and support general office organization. • Handle confidential client and firm information with professionalism and discretion. • Provide additional administrative support during tax season and other peak periods.

Qualifications & Experience:

• Strong verbal and written communication skills in a professional and friendly manner. • Excellent organization, time management, and attention to detail. • Ability to prioritize tasks, meet deadlines, and work effectively during busy periods. • Proficiency with Microsoft Outlook, Word, and Excel; experience with accounting software is an asset. • Comfort handling confidential information and exercising sound judgment. • Ability to work independently and collaboratively as part of a small team.
