NIEFS
NORTH ISLAND EMPLOYMENT

Receptionist / Office Assistant Full-Time

Port Hardy and North Island
Port Hardy

Thursday November 5, 2026

$21 - $25/ hour ($21.00–$22.50/Hr)

Company: Ascentia CPA

Industry: Management/ Administration

How to apply:

If you are organized, dependable, and enjoy working with people, we would love to hear from you. Please send your resume to info@ascentiacpa.ca.

Attachment: Job Posting receptionist - Port Hardy 20261104.pdf

---

Expiry Date:
Thursday, November 19, 2026

Details:
About Us Ascentia CPA is a professional accounting firm providing accounting, tax, and bookkeeping services to individuals and businesses. We are looking for a friendly, dependable, and organized person to join our team and assist with the day-to-day operations of our office. The Position This is a permanent, full-time position working Monday to Friday, 9:00 AM to 5:00 PM at our Port Hardy office. The successful candidate will help keep the office running smoothly by handling general receptionand basic administrative duties. • Answer incoming phone calls and greet clients. • Scan, print, photocopy, and organize documents. • Send emails and communicate with clients. • Contact clients to request missing documents or information. • Follow up with clients regarding outstanding invoices and payments. • Organize and maintain electronic and paper files. • Assist with general office duties and daily administrative tasks. • Help other team members when needed.

Qualifications & Experience:
• Friendly and professional attitude with good communication skills. • Basic computer skills, including Microsoft Outlook, Word, and Excel. • Good organizational skills and attention to detail. • Ability to manage multiple tasks and work independently. • Reliable, punctual, and willing to learn. • Previous office or reception experience is an asset but not required.
