

Port Hardy accounting firm requires a full time office administrator for a variety of office functions including reception, filing, and other secretarial services. Knowledge of payroll and bookkeeping would be an asset.

The right candidate will work well with the public and co-workers and will be comfortable in a multi-tasking environment. Strong computer skills are a necessity. Willingness to learn and develop skill sets is important.

Only those selected for interview will be contacted.

Resumes may be emailed to Nadine@danfosteraccounting.com or delivered to 7005 Market Street.