

Administrative Assistant

About the Job

Chase Sekulich Inc., is a respected firm of Chartered Professional Accountants in beautiful Campbell River, BC. Located on the east coast of Vancouver Island, Campbell River is a great place to raise a family and is in a region that boasts a seemingly endless amount of activities for outdoor and marine enthusiasts.

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and generally being a helpful and positive presence in the workplace.

To be successful as an Administrative Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, Administrative Assistants should have a genuine desire to meet the needs of others.

Responsibilities

- Answering and directing phone calls.
- Greeting and assisting visitors.
- Organizing and scheduling appointments.
- Maintain polite and professional written and oral communication with clients, colleagues, government agencies and other third parties.
- Ordering office supplies and researching new deals and suppliers.
- Maintain contact lists.
- Handling a variety of office tasks, such as filing, generating reports, setting up for meetings, and collecting payments from clients.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Other duties as requested.

Requirements

- Proven experience as an administrative assistant or office admin assistant.
- Post-secondary education in office administration would be beneficial.
- Excellent computer skills, especially with MS Office.
- Working knowledge of office equipment, like printers and fax machines.
- Strong attention to detail and problem solving skills.
- Self-motivated with the ability to prioritize and manage multiple tasks and deadlines.
- Excellent interpersonal and communication skills and ability to work in a team environment.
- Desire to be proactive and create a positive experience for others.
- Available to work overtime when necessary.

About Chase Sekulich Inc.

As Chartered Professional Accountants we pride ourselves on providing personalized services for businesses and individuals in Campbell River. From accounting and income tax services to retirement and estate planning, we tailor our services to meet the needs of each client.

We are known for the great care we take with clients and employees alike. This is evidenced by both our client and employee retention history. Many of our clients have been with us since our firm was established over 40 years ago. In addition, most of our employees have been with us for over 10 years.

Our office is centrally located in the downtown core of Campbell River which represents an average commute time of 10-15 minutes from anywhere in the city. A short commute, combined with flexible hours and plenty of recreational activities in the area provides the opportunity for an exceptional work-life balance. Come and grow with us!

Application information

Salary is competitive and commensurate with experience and qualifications.

The successful candidate will be a person who is interested in a permanent full-time position to replace a dedicated and valued employee who is retiring. Accordingly the posting may be open for several weeks in an effort to ensure we find the right candidate.

Please apply via email to ssekulich@chasesekulich.com. All applications will be held in confidence. Only those selected for an interview will be contacted.