**Receptionist / Office Assistant**
**Ascentia CPA – Port Hardy, BC**

**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 reception and basic administrative duties.

**Responsibilities**

- 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**

- 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.

**Compensation**

$21.00 – $22.50 per hour

**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 **in□o@ascentiacpa.ca**.