

## **Position Summary:**

BDO Canada's **Brandon** office is looking for a seasonal Administrative Assistant to join their team. This is a seasonal position working full-time from January - May 2019 during our busy season. We are seeking an individual with demonstrated abilities to deal with sensitive issues in a fast-paced environment where deadlines are critical. This individual must be adaptable to the multiple demands of the position and must be comfortable working both independently and as part of a team.

## **Key Accountabilities and Responsibilities:**

- Clerical duties including typing of correspondence, photocopying, filing, sending faxes, mailings to clients, banking and mail and preparation of various reports
- Receptionist duties such as answering the phone and greeting clients
- Sort incoming tax return documentation for each tax return client into the relevant categories needed to complete the return
- Scan all incoming documentation for each tax return
- Assemble and organize all tax return files and documentation
- Back up to other staff during absences

## **Education and Professional Skills/Knowledge:**

- Excellent knowledge and proficiency with MS Office
- Ability to provide strong administrative support
- Thrives in a fast paced environment
- Strong attention to detail
- Proven ability to handle confidential information
- Ability to work under pressure and meet deadlines
- Well organized and have the ability to multi-task
- Excellent interpersonal skills
- Excellent verbal and written communication skills

## **Why Work for BDO?**

- BDO is the 5th largest accounting and advisory firm in the world
- At BDO we consider our people to be our most valuable asset; we offer the opportunity to grow and develop in an innovative and collaborative environment.
- We offer an unmatched degree of flexibility to help you professionally and personally succeed
- We provide competitive salaries, a flexible benefits package and a matching RRSP option
- Opportunity to work with like-minded individuals to support career development
- BDO is actively involved in our communities by supporting local charity initiatives, FCC's "Drive Away Hunger", Children's Miracle Network and United Way

## **Our Vision:**

**The best professional services firm in the mid-market.**