

Administrative assistant

You will act as an administrative assistant to the company's clients and employees virtually. We are committed to the development of our employees and offer training tailored to your job. This position is entirely telecommuting from your home.

Tasks

- Answer and direct telephone calls. Provide information by answering questions and requests;
- Manage and update the customer database;
- Perform payroll for employees and subcontractors of the company;
- Draft and distribute emails, correspondence, letters, faxes and forms;
- Order office supplies and research new bids and vendors;
- Act as a point of contact for internal and external customers;
- Prepare and monitor invoices to customers;
- Handle sensitive information in a confidential manner;
- Respond to inquiries via email, phone or in person;
- Develop and update administrative systems to make them more efficient; and
- Resolve administrative issues.

Prerequisites

- DEP or DEC in administration or equivalent experience;
- Working knowledge of office equipment such as printers and fax machines;
- Excellent time management skills and the ability to prioritize work;
- Excellent written and verbal communication skills;
- Strong self-reliance and resourcefulness; and
- Very good knowledge of the Microsoft suite (Outlook, Word, Excel, Teams, etc.).

Asset

- Previous experience working with TaxCycle, SAGE 50 and Quick Books online;
- Tax background; and
- Bilingual (French and English).

Salary

- Between \$20.00 and \$23.90 per hour depending on experience. Several levels for each type of job; and
- Bilingual bonuses (French and English).