



OFFICE ADMINISTRATOR

MPW Chartered Professional Accountants LLP is accepting applications for the position of Office Administrator.

This will be a contract position leading to a permanent full time position.

Work location will be in the Forest office. Assistance in other firm locations, Sarnia, Strathroy and Reeces Corners may be required from time to time.

Key responsibilities include:

- * General administrative duties, including but not limited to: data entry, filing, photocopying, scanning, faxing and mailing
- * Answering and directing telephone inquiries, scheduling appointments and greeting clients
- * Assist in production of Financial statements, tax returns and other financial reports
- * Typing of correspondence and various documents
- * Provide other accounting and administrative support as required
- * Reports to Firm Administrator

Qualifications include:

- * Two years in office administration position
- * Excellent organization and time management skills
- * Advanced Microsoft Office skills
- * High school diploma; additional education in administration would be an asset
- * Experience in an Accounting office an asset
- * Valid drivers licence

Forward cover letter and resume to Ivanhaaren@mpw.ca

Closing date: August 30, 2019