

**Yates Whitaker LLP Chartered Professional Accountants** is a small boutique firm filled with a team of enthusiastic and entrepreneurial individuals. We are located in the heart of Old Strathcona, have been in business for over 27 years and we continuously strive to grow the firm through expansion of departments/niches. We are dedicated to and knowledgeable in our speciality areas and we pride ourselves on being focused on our clients and our staff.

We are a firm with 3 Partners and just over 30 staff members. We value our staff and the work they do, while giving them opportunities for career growth along the way. All of this, while we continue to ensure that the best needs of our clients are being met through the Individual, Business and Not for Profit services we offer.

We are currently looking for an **Executive Assistant** to join our team. We are looking for someone who can support our Managing Partner, as well as other members of our team from time to time. The successful candidate will be results oriented and be able to prioritize work in an efficient and effective manner. They will be able to multi-task, take initiative, be proactive and handle confidential information.

This is a 12-to-18-month temporary full-time position with the potential of it becoming a permanent full-time position. If you enjoy working within an administrative team, you are enthusiastic, friendly, and work well with others, then this is a great opportunity for you!

Your Responsibilities include being able to:

- Coordinating schedules, appointments, reservations and travel arrangements
- Answering and filtering phone calls and messages
- Managing a client database and communicating with them regarding deadlines and CRA filings
- Scanning, printing and e-filing documentation for clients
- Drafting, editing and proofreading correspondence, reports and presentations
- Greeting clients and visitors on behalf of the Managing Partner
- Organizing meetings, creating agendas and taking minutes
- Preparing and submitting expense reports
- Liaising with the administrative team to assist with administrative tasks for team members
- Planning, organizing and coordinating functions and special events
- Assisting with reception coverage on a rotating basis
- Other tasks as they arise

Your Attributes:

- An Office Administration diploma
- 2 to 3 years of experience in a Senior Administrative role
- Experience working in a Professional Services firm would be an asset
- Excellent communication (verbal and written), time management and organizational skills
- Strong attention to detail
- Exceptional MS Office and typing skills and knowledge of DocIt would be an asset
- A professional individual with exceptional client service and relationship building skills



At Yates Whitaker LLP, we offer competitive salaries, professional development opportunities, benefits, matching RRSP contributions and more.

If you are interested in joining our fast paced, energetic environment, please submit your cover letter (*stating your salary expectations*) and resume (*as one document*) to [joinyw@yateswhitaker.ca](mailto:joinyw@yateswhitaker.ca). We ask that you do not phone us at this time, but please feel free to check us out at [www.yateswhitaker.ca](http://www.yateswhitaker.ca). We will continue to recruit for this position until a suitable candidate is found.

Thank you for your interest in Yates Whitaker LLP Chartered Professional Accountants. We hope to meet you soon!