



MANNING ELLIOTT
CHARTERED ACCOUNTANTS

Administrative Support / File Clerk

Firm: Eighth largest independent regional accounting firm operating exclusively in British Columbia

Location: Downtown Vancouver

Position: Permanent Part-time (four hours per day)

Manning Elliott is a rapidly growing, entrepreneurial CA firm with over 140 employees located in two offices: downtown Vancouver and Abbotsford. Our firm's clients encompass a wide range of successful public and private organizations in a variety of industries.

We have an excellent opportunity for an Administrative Support Person / File Clerk.

The successful candidate will:

- Provide first class client service
- Have solid oral and written communication skills
- Demonstrate good organizational skills
- Have good computer skills in particular MS Excel, MS Word and MS Outlook
- Be flexible in working hours

Responsibilities:

- Filing
- Other miscellaneous clerical duties

We offer an exceptional work environment that allows our team members to enjoy work-life balance while providing them with opportunities for professional and personal growth. Our attractive salary / benefit package and flexible summer work schedule will appeal to individuals who share our desire to be the best.

Please submit your resume to: exceptionalpeople@manningelliott.com