



MANNING ELLIOTT

CHARTERED ACCOUNTANTS

Administrative Support

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

Location: Downtown Vancouver

Position: Full-time

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.

The successful candidate will:

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

Responsibilities:

- Switchboard relief
- Providing telephone training to new team members
- Greeting clients
- Deliveries to financial institutions
- Housekeeping duties
- Ordering of supplies
- Clerical duties
- Word processing
- Storage retrievals
- Other miscellaneous 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