



Internal/External Job Posting  
**Executive Administrator**

Do you have a curious mind with excellent problem-solving and analytical skills? Are you the type of person who is always looking for opportunities to help people and improve processes? If so, we'd like to hear from you! We are a full-service bookkeeping firm facilitating the needs of over 220 clients, and we are currently recruiting for an Executive Administrator to join our team!

**Responsibilities:**

Reporting to the President, this individual will be responsible for providing complete administrative support to the President, as well as managing the firm's administrative functions including reception, scheduling, coordination of meetings, providing excellent customer service, and facilitating timely responses to action items and other projects as assigned.

The successful candidate will be reliable, resourceful, enthusiastic and empathetic. They will be a team-player who is always on the lookout for opportunities to be helpful, efficient and productive. They will perform an array of administrative tasks including answering phones, client reception, document and letter preparation, file management, data entry, office supply inventory management, as well as participating in the distribution of invoices and the day-to-day collection and management of our Accounts Receivable and Accounts Payable.

With **NO FEAR** of technology, this individual will dive right into the tools-of-our-trade, learning and growing as they become more and more proficient.

- QuickBooks Online (QBO)
- GSuite: eg. Google Calendar, Google Sheets, Google Docs, Google Meet
- Hubdoc
- QuickBooks Time (T-Sheets)
- MailChimp
- Practice Ignition
- Karbon
- Slack
- Social Media platforms such as Facebook, Instagram, etc.

**Qualifications:**

Post-secondary education in Office/Executive Administration or related field of study  
1-2 years experience in an administrative role  
Own vehicle/transportation for occasional errands.

**Salary:**

\$40,000 per year. Full-time, Monday to Friday, 8:30 a.m. to 5:00 p.m. (40-hours per week), working from our office located at 672 Lorne Ave. E. Stratford, ON N5A 6S5.

**Application deadline:** August 20, 2021

Send your resume as a .pdf attachment by email to [rosanne@tabworks.ca](mailto:rosanne@tabworks.ca), please note that in order to be considered, the subject line of your email must be 'APPLICATION - EXECUTIVE ADMINISTRATOR'.