

Success stories start here.

ADMINISTRATIVE ASSISTANT

Crowe MacKay LLP is excited to grow our administrative team in Yellowknife. We are a dynamic group working in a fast-paced professional environment. Our ideal candidate will exhibit the following personal attributes: self motivated, ability to multi-task, approachable, well organized, detail-oriented, reliable and very eager to learn. The main responsibilities of this position include, but are not limited to:

Provide Customer Service:

- Deal directly with customers either by telephone, electronically or face to face
- Respond promptly to all customer inquiries, process customer payments and assist with client record management
- Organize client appointments and meeting facilities
- Process monthly A/R statements, and assist where needed to ensure invoices are posted/circulated

Manage Administrative Tasks:

- Mail /Courier (incoming/outgoing), daily bank deposits, marketing/stationery orders
- Meeting and event arrangements; managing multiple calendars and coordinating amenities
- Assist with tracking building maintenance and service calls
- Inventory control of brochures and marketing items
- Tracking all staff travel and providing support with booking where needed
- Assist in preparation of materials; binding, photocopying, and preparing for delivery/pickup

If you maintain the following qualifications, we want to hear from you!

- 2+ years administrative experience
- Exceptional customer service skills
- Proficient with Microsoft Office
- Excellent communication skills

This is a full-time, permanent position that may require periodic overtime. We are looking for someone who is eager to contribute and progress with our growing department. Crowe MacKay offers a competitive salary, benefits package and is committed to staff development. If you wish to apply, please submit your resumé and cover letter to: ykopportunities@crowemackay.ca

We want to express our appreciation for all applicants interested in joining our team, however only those shortlisted for an interview will be contacted.

Crowe MacKay™

