

Andrew Shannon
Chartered Professional Accountant

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ADMINISTRATIVE ASSISTANT POSITION:

We are currently looking for an administrative assistant to assist us in our growing business. The successful candidate will be responsible for the following:

- Greeting clients in a friendly and professional manner
- Answering phone calls and providing assistance or directing the client to the appropriate personnel
- Performing various administrative and clerical task supporting the team to ensure efficient and effective client service

Qualifications:

- Previous work experience would be an asset
- Ability to work in a fast-paced environment, efficiently and effectively
- Excellent organizational and communication skills
- Bilingualism would be an asset

If you are interested, please send your cover letter and resume to ashannon.ca@bellnet.ca

Only those selected for an interview will be contacted.