

Administrative Support Tax Season 2020

We are currently seeking a motivated individual to provide administrative support to our team at Spacek Armstrong & Norrad (“SAN”) for the upcoming 2020 Tax Season.

Reporting directly to the Office Manager, you will help the SAN team with various administrative duties.

This term position will run from late February 2020 to end of April 2020.

Compensation will be commensurate with the successful candidate’s experience and skills.

Qualifications / Essential Skills:

- Reliable
- Experience with handling highly confidential and sensitive information
- Comfortable with technology and working in a digital environment
- Attention to detail and accuracy of executing repetitive tasks
- Scanning and organizing documents and adhering to our strict filing policies
- Ability to work individually as well as in a team environment
- Ability to work in a fast-paced environment

Please submit your resume and cover letter to Krystal Simonson, Office Manager at ksimonson@sancpa.ca

Thank you for your interest in our Firm.