

TURNER DRAKE & PARTNERS LTD.

ADMINISTRATIVE ASSISTANT HALIFAX, NOVA SCOTIA

Job Summary:

This is an entry-level position that requires an experienced secretary familiar with MSWord. Good working familiarity with computers along with knowledge of accepted office practices and procedures are a pre-requisite for the position.

Assists the Office Manager and working under her direct guidance, types, collates, invoices, copies and binds valuation reports and their related invoice and letters. Also assists the Database Supervisor with Database entry.

Job Duties:

Job Duties include, but are not limited to:

- Type reports from hand-written notes and master templates.
- Bind and collate reports, ensuring that the copying process runs smoothly and orderly.
- Type invoices, letters, and other correspondence relating to reports.
- Answer phone calls in a cheerful and competent manner.
- Assist the Database Supervisor with Database entry.
- Ensure that daily duties are done every morning and evening and kitchen duties when assigned.
- Process incoming/outgoing mail and courier.
- Filing.

Qualifications:

- Graduate of Secretarial/Office Administration Diploma Program required from recognised Business College or Trade School.
- Advanced working knowledge of MSOffice. Training with other software programs such as Sage and Database programs would be an asset.
- One-year office experience in a professional office setting preferred, but not required.
- Strong oral and written skills required. The ability to communicate effectively with the general public both on the telephone and in person is necessary.
- Ability to work inside under the conditions normally associated with clerical jobs. Good manual dexterity is required as keyboarding speed is essential.
- A steady, reliable personality with a cheerful demeanour is required and the ability to work under pressure.

Work Conditions:

Hours of work: Monday to Friday 9:00 am to 5:00 pm.
Location: Halifax peninsula.
Office: Modern office building, air conditioned.

Compensation:

This is a salaried position with a benefits package.

Term/Commencement Date:

Available immediately.

Application:

Submit your CV to:

Ms. Patricia Farewell
Office Manager
Turner Drake & Partners Ltd.
6182 North Street
Halifax NS B3K 1P5
Email: pfarewell@turnerdrake.com

Closing Date:

The position will be closed when the post is filled.