

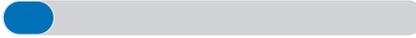
Job Posting: Administrative Assistant

Do you have an “always be learning” attitude? Can you play nice with both humans and technology? Interested in working with superheros? Are you a time management wizard?

Harry Potter Level Organizational Skills



Turning into the Hulk



Married to your apps



We Have:

- Positive work environment
- An open mind for new ideas and methodologies
- Lots of learning and autonomy
- Great on the job professional development
- Regular on-site schedule of Monday to Friday 10am to 4pm for 30 hrs per week
- Hourly rate between \$17.00-\$20.00 per hour - depending on experience

You Have:

- You love all things administration and have experience in this area (*3-5 years experience*)
- Huge love of technology with an “I fear no app or software” attitude
- Self-starter with a keen sense for what needs to be done and the ability to pivot as things come up
- A precise attention to detail
- Comfortable managing incoming calls/emails from current and prospective clients
- Letters, forms, and mail...oh my...this is your sweet spot with your knowledge of Google and Microsoft Office
- Ensuring our office is stocked with all the supplies and snacks we need

You might also have:

- An interest in helping businesses build and grow
- Knowledge of: CRM tools, Project Management tools is beneficial
- Possible understanding of basic accounting is helpful but not necessary
- HR or social media skills a bonus

To land this gig, you need to have 3 - 5 years experience in an office setting and be **very** comfortable with technology. And your tech knowledge doesn't have to be via traditional learning avenues - internships, volunteer work, side projects, and self taught skills count. Just make sure we can see where you picked up your skills somewhere in your application.

Your application package **MUST** include a cover letter and resume that can be sent to:
hr@hawkins-accounting.ca.

About Us:

From the start-up to nonprofits to individuals, Hawkins & Co. is the approachable accounting firm that helps you sleep at night. Our team helps you understand your numbers so you can make better financial decisions. It's about you and your numbers, numbers that you should feel comfortable with. We take the anxiety out of handling your numbers.

We are a made in Canada firm based in Windsor-Essex, ON and Vancouver, BC. We are a team of business advisors and accountants that actively participate within our communities and work with clients across the country. We understand you because we are one of you. We are husbands, wives, parents, volunteers and local business owners. We just happen to also know the numbers/tax side of a business – very well.

Hawkins and Co. Accounting is an equal opportunity employer and prohibits discrimination and harassment of any kind.

Hawkins and Co. Accounting welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.



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