**Administrative Assistant**

Metrix Group LLP has been a full service chartered professional accounting firm for **over 50 years** with offices in Edmonton, Lloydminster, Whitecourt and Evansburg.

We have an opening for **a full-time, permanent** **Administrative Assistant** in our Edmonton Office. The start date will be November 4, 2019.

As an administrative assistant, specific responsibilities include, but are not limited to:

* Greeting clients and answering phones
* Coordinating appointments, mail and other clerical tasks
* Maintain records or files and respond to emails and telephone calls
* Manage and monitor Partner’s Outlook calendar. This includes arranging and facilitating internal and external meetings
* Arrange travel, schedule meetings, prepare agendas, and respond to routine correspondence
* Develop, prepare and produce written correspondence, presentations and reports, including Board reports presented by Partners

The following are skills we would expect an applicant to possess:

* Professional communication, copywriting, and analytical skills
* Organizational skills
* Time management skills
* Conflict resolution and decision-making skills
* Proficiency in several technical office programs such as Word, PowerPoint, Excel.

The ideal candidate will have a pleasant personality along with excellent organization and communication skills. The ability to perform basic reception/administrative functions while working in a fast-paced environment is essential. This position requires knowledge and experience with all Microsoft Office applications. We also expect a strong client service focus and a commitment to delivering high quality service to both external and internal clients.

Internal training will be offered. Working for a partnership or professional services firm is an asset.

A High School diploma is required and post-secondary education in Office / Business Administration or within the field of Professional Communications is considered an asset.

We offer a relaxed and flexible working environment, competitive salaries, excellent benefits, a shortened work week in the summer months and many other great perks.

If you would like to become part of our team, please forward your resume and cover letter to Carla Rybchuk at [crybchuk@metrixgroup.ca](mailto:crybchuk@metrixgroup.ca) with the email subject as follows: “Edmonton Administrative Assistant Position Application.”

We thank all candidates for their interest Metrix Group LLP; however, only those selected for an interview will be contacted.

Website: [www.metrixgroup.ca](http://www.metrixgroup.ca)