



We have an immediate career opportunity for...

Position Title: Administrative Assistant

Reference Number: 10JL-T200-AL2

Department: Realty Tax Consulting

Location: Edmonton, Alberta

Primary Objective:

Seeking a highly-motivated individual to fill a full-time position as an Administrative Assistant. Reporting directly to the Office Manager the Administrative Assistant is responsible for file management and database input as well as general office duties.

Date Position Available: ASAP

Key Responsibilities:

- General office duties and responsibilities including photocopying, filing and scanning
- Create, format and edit documents
- Plan and manage tasks and appointment scheduling
- Records Management - Classify and organize business records and files efficiently. Scanning, archival and filing of documents
- Data entry into custom database
- Prepare reports, presentations and correspondence, where required
- Prepare and monitor contracts
- Open, sort and distribute incoming and outgoing mail
- Utilize MS Office where required (Word, Excel, Access, Outlook, PowerPoint, SharePoint)
- Any other duties as assigned

Regular Work Hours:

- 8:30 AM to 5:00 PM (Monday to Friday)

Technical & Behavioral Competencies:

- Detail oriented with strong organizational skills
- Ability to prioritize and meet deadlines. Excellent time management skills
- Proficient computer skills in Microsoft Windows environment. Including excellent MS Word, Excel, PowerPoint, Access, and Outlook
- Excellent attention to detail and accuracy with data entry. Typing 60-80 wpm
- Familiarity with General Office Equipment (phone system, photocopying, faxing, scanning, etc)

- Excellent oral and written communication skills
- Able to work both individually and within a team environment
- Strong sense of integrity and accountability

Education/Professional Development/Work Experience Requirements:

- Work-related office/clerical experience is an asset
- Related office and administration education is an asset

Number Of Positions Available: 1

The Altus Group Advantage!

- You will be part of an engaging, team-oriented environment and work with enthusiastic, competent and committed professionals
- We reward competitively for your skills and contribution
- Be eligible to participate in our performance-based incentive program, based on achievement of goals and contribution to the organization's success
- Enjoy challenging work with lots of variety and opportunities to continuously learn
- Participate in a comprehensive health & dental benefits program
- We are conveniently located, with offices in many cities across the country
- You will enjoy peace of mind with the opportunity to take paid Sick/Personal days to manage personal illness or family responsibilities and emergencies etc
- We encourage you to continuously develop your talents and skills toolkit through our professional development program, including tuition reimbursement, in some cases

Interested? Know Someone?

Enthusiastic individuals interested in applying for this position are encouraged to submit their resume and cover letter to HRCanada@altusgroup.com quoting Reference Number 10JL-T200-AL2 by July 16th, 2010.

Date Of Posting: June 30th, 2010

Application Deadline: July 16th, 2010