

ADMINISTRATIVE ASSISTANT

JOB NUMBER: 20-FA-AA01

Posting Date: March 6, 2020

Start: Immediately

Duration: Permanent Full Time

Location: Vancouver, Canada

For Company Information visit WWW.ENCOREBUSINESS.COM

The Position

In this downtown Vancouver office, the Administrative Assistant is the first point of contact for arriving employees and guests. Your friendly and easy-going personality will make people feel comfortable and help to promote a positive culture. As a member of the corporate Finance and Administration Team you provide service and support for the entire organization, in addition to performing a variety of accounting tasks and office management duties in the local office.

The ideal candidate must be punctual, reliable and adaptable to change. The workday varies depending on the schedules and responsibilities of others yet setting priorities and meeting deadlines is part of your DNA. This position may appeal to a recent graduate who is seeking an entry level position in a fast-paced technology firm where the opportunity to learn is ever present.

Administrative Areas of Responsibility

- Greet employees and guests politely and professionally, providing a positive experience.
- Maintain an inviting atmosphere by keeping the office clean and tidy.
- Monitor office supplies, stationery and lunchroom supplies; reorder on a timely basis.
- Co-ordinate office equipment maintenance, recycling and refuse disposal.
- Share responsibility for routing inbound calls.
- Manage and distribute incoming/outgoing mail and courier deliveries.
- Assist with employee travel arrangements; liaise with corporate travel managers.
- Update pertinent customer information in company databases.
- Assist with planning corporate events, local activities and office lunches.
- Act as liaison for IT and HR for new employee onboarding.

Finance Areas of Responsibility

- Prepare bank deposits and apply cash receipts against client accounts.
- Accounts Receivable processing for product division.
- Assist with collection efforts for outstanding invoices, including email and phone calls.
- Credit card processing and reconciliation of credit card charges to statements.

- Enter vendor invoices in accounts payable system & process expense reports.
- Assist with timely preparation of customer invoices.
- Document and update internal processes.
- Maintain Finance and Admin customer facing documents.

Desired Skills & Competencies

- High School Diploma required; post-secondary education in Business or Office Administration preferred.
- Proficient with Microsoft Office including Word, Excel, PowerPoint and Outlook.
- Prior experience working with database or customer relationship management systems preferred.
- Experience with accounting software, specifically Microsoft Dynamics GP is an asset.
- Observant, detail oriented, delivers accurate and complete assignments.
- Good understanding of basic accounting principles; aptitude for numbers.
- Exceptional time management and organizational skills.
- Brings energy and enthusiasm to a positive and fun work environment.
- Able to work independently and as part of a team.
- Keen to contribute to individual and team success through supportive activities.
- Tech savvy; seeking continuous learning opportunities.
- Strong work ethic with the ability to handle multiple tasks and sometimes conflicting priorities.
- Must be fluent in English language – written and verbal.

Please send your confidential résumé as a MS Word or PDF document to:
hr@encorebusiness.com, quoting the job number in the subject line of your email.

Furthering your success through the alignment of strategy, people, processes, and technology

We thank all applicants for their interest; however, only those candidates selected for subsequent interview will be contacted.