



Seeking Administrative Assistant

DMC is a progressive mid-sized firm in Prince George, seeking an Administrative Assistant to work closely with a dedicated team of professionals.

At DMC our mission is to help our clients increase their business value, to invest in and help our team grow, and to give back to our community. DMC offers team members challenging diverse work assignments, security, training and development, mentorship and coaching, flexibility and life work balance along with community involvement and provides career advancement opportunities.

What we are looking for...

- Bright minds just like yours to become a valued member of our team
- Demonstrated competency with Excel and Word
- Proficiency in data entry
- Experience working independently and simultaneously on engagements, monitoring tasks, and deadlines
- Provides high levels of verbal and written communication

Key Tasks and Responsibilities

- Prepare Client Packages
- Answer a multi-line telephone in a professional, friendly manner
- Write, track, and archive professional letters going to CRA, clients, and lawyers
- Assist in event planning and organizing
- Schedule and arrange appointments

Attributes

- Detail Orientated
- Ability to work well in a team environment
- Ability to work under pressure and to meet deadlines
- Willingness to work with managers and partners to ensure optimal client service
- Reliable and accountable
- Commitment to upholding the highest ethical standards

The successful candidate will work in a highly computerized client service environment providing reliable, timely and efficient administrative support to partners, managers, client service team and to our valued clients. In addition, the successful candidate will have the ability to handle highly sensitive documents.

DMC is a team oriented organization that provides diverse opportunities within the workplace. We welcome qualified individuals who are highly effective, accurate, computer oriented and who enjoy working with people to apply.

Our compensation package includes a variety of benefits, gifts and perks. Your monthly compensation will be commensurate with experience and educational background.

Please visit our website at www.dmca.bc.ca for more information.

Email resumes to:
reception@dmca.bc.ca or
In person to the address below:

Closing Date September 3, 2021