



# WITHEY ADDISON LLP

ACCOUNTING SERVICES

## ADMINISTRATOR

Withey Addison is a Kingston accounting office that requires a motivated, highly organized, friendly individual with the ability to multitask to join our Client Services team as a full-time office assistant.

The candidate is responsible for general clerical and administrative duties, including filing, faxing, scanning, mail sorting and distribution, and ordering supplies. Other duties include preparation of correspondence, word processing, data management, answering the phone and liaising with a variety of individuals.

A strong candidate should have a certificate in office administration from a post-secondary institution or equivalent, as well as a minimum of one year experience in an office setting.

Preference will be given to candidates with a working knowledge of Microsoft Office programs.

Salary will be based on experience and education.

We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

Job Type: Full-time

Schedule:

- Day shift

Work Location: In person