



# FITZPATRICK & CO.

Accountants • Advisors

Are you passionate about client service? Do you have a growth mindset?  
Are you a self-motivated and organized person?

You could be a great addition to our team!

We are currently seeking an Administrative Assistant to join our firm.

At Fitzpatrick & Company, we are anything but your typical firm. We are passionate about ensuring our clients receive unparalleled accounting services. We work closely with our clients to understand what they and their businesses need to provide professional, reliable expertise that **FITZ**.

Reporting to the Administrative Services Manager, the Administrative Assistant is responsible for providing administrative support in an effective and efficient manner.

Our ideal candidate should possess the following qualifications:

- Proficient in MS Office (Excel, Word, Outlook, PowerPoint)
- Excellent time management skills and ability to prioritize work and follow up
- Strong interpersonal, organizational and communication skills, oral and written
- Strict attention to detail, strong problem-solving skills
- Ability to work in a fast-paced environment, handling varied tasks simultaneously while meeting multiple (and sometimes competing) deadlines.

Responsibilities:

- Greet, assist and/or direct clients and visitors
- Receive, direct and relay telephone calls and messages
- Receive and record payments
- Assist in the planning and preparation of meetings
- Provide word-processing and administrative support i.e. type checking, proofreading letters, photocopying, scanning, etc.
- Providing partner support as needed
- Other duties as required

Fitzpatrick & Co. value their employees and, therefore, has a strong compensation and benefits package, including RRSP matching, wellness benefits, maternity leave top-up and a flexible working environment. Salary range is \$40,000 - \$50,000/year. If you have experience and are interested in joining our team and sharing in our success, we would love to hear from you. Please send us your resume today!

Please email your cover letter and resume to [careers@fitzandco.ca](mailto:careers@fitzandco.ca)

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