

Administrative, Office & Accounting Assistant

We are a customer-focused Tax and Accounting Office, with strong commitment to delivering timely, accurate and valuable client services. Here, we value relationships and are dedicated to providing positive work atmosphere which encourages growth and values initiatives to our employees.

This position is tasked with ensuring the smooth running of our **St Paul & Cold Lake offices** and that individual team members are supported.

Key Responsibilities:

- Handle basic bookkeeping and tax filing for Clients
- Maintain and Updates files and records
- Answer calls, redirect calls and take messages
- Sort and distribute incoming mails and prepare outgoing mails
- Use office equipment like Facsimile machines, printers, photocopiers and computers
- Assist with all tasks as may be required
- Arrange appointments and manage calendars
- Marketing and client relation duties
- Maintaining client files in a paperless methodology

To be a part of the Liberty Tax team, please submit your cover letter and resume to coldlake@libertytax.com. Subject of email should be Administrative, Office & Accounting Assistant.

While we would like to thank you for submitting your application, only shortlisted candidates will be contacted.