



CAREER POSTING / OTTAWA, ONTARIO

Bilingual Office Administrator/Social Media/Marketing/Communications

About Boyer & Boyer, CPA

Boyer & Boyer, CPA (BBCPA) is an accounting firm founded in 1995. Our mandate is to offer a wide range of bilingual services in assurance, accounting/bookkeeping, tax, business advisory to a wide range of clients such as corporations, individuals, not for profit organizations and public sector entities. We exercise a special attention to all aspects of our clients' operations, to promote and help its anticipated growth. It is only through the quality of our personalised service that we can achieve long lasting relationship with our clients. Our philosophy is to promote a total personalised service which falls upon our entrepreneurial approach that makes us our clients' business partners.

THE IDEAL CANDIDATE WOULD:

- Be bilingual (French and English)
- Have strong team player and time management skills
- Have an understanding of how to execute professional correspondence
- Be personable, organized, motivated, and friendly
- Be customer service oriented
- Be willing to learn and take on new responsibility in a growing accounting firm

RESPONSABILITIES WOULD INCLUDE:

- Liaise with clients either in person, phone, written communication, etc.
- Oversee the good function of the daily activities of the firm
- Courteously receiving all in-bound calls, emails and visitors
- Preparing, reviewing, and editing correspondence
- Providing administrative support to all team members in all fields of services to our clients i.e. accounting, tax, etc
- Oversee some promotion and marketing responsibilities including social media platforms
- Oversee some Information technology responsibilities



Comptables professionnels agréés / Chartered Professional Accountants

- Other duties shall be assigned as required

Boyer & Boyer, CPA (BBCPA) is a dynamic and fun work environment that offers tremendous growth to each member, an unparalleled wealth of knowledge and experience. We offer more than a competitive remuneration package where team members will be able to participate in the growth of the firm and great opportunity for advancement within the firm. If you are seeking a challenging and rewarding career with a great team, please forward your resume with salary expectations to:

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Due to the significant number of resumes we usually received, only candidates chosen for interviews will be contacted.