



Partner Assistant – Maternity Leave Coverage **Buchanan Barry LLP – Calgary, Alberta**

The Buchanan Barry team wants to meet you! We are a mid-sized, down to earth accounting firm that believes you are more than just a number. We are committed to our people, helping them flourish in their roles and fine tune their skills. We have firm sponsored events like Axe Throwing, BBQ's and Calgary Corporate Challenge just to name a few. Buchanan Barry LLP might be just the fit you have been looking for!

In business for nearly 60 years, Buchanan Barry LLP provides its clients with outstanding service and its staff with an environment that promotes work-life balance. We encourage active living and strive to create an atmosphere that supports health and productivity. We care about our employees and know your job is only one part of your life.

We are looking for a very organized Administrative Partner Assistant with keen attention to detail to join our team! The Administrator will work directly for two Partners at the firm and help them with all administrative duties. They will be responsible for providing proactive and detail oriented support including file assemblies, document control, calendar maintenance, and general ad hoc administrative areas.

This is a one year maternity leave coverage role.

Core Skills and Responsibilities:

- Providing overall administrative support for the Partners;
- Assembling and archiving of personal and corporate tax returns;
- Faxing, photocopying, scanning, and filing documents electronically;
- Managing incoming and outgoing client correspondence;
- Coordinate meetings with clients and Partners
- Provide backup for Reception,
- Other General Administrative Tasks as required.

Requirements:

- Prior experience in an administrative role, preferably in a professional services environment;
- Outstanding organizational skills;
- Excellent oral and written communication skills;
- Ability to respond to time sensitive matters; ability to handle confidential information; and manage tight deadlines with a positive attitude;
- Ability to coordinate a variety of tasks with minimum supervision;
- Ability to provide professional customer service;
- Ability to work well in a team oriented environment;
- Punctual and reliable.

If this position seems like an ideal opportunity for you, and you would like to join our team, please submit your resume and cover letter in confidence to: hr@buchananbarry.ca

*Please note that only those selected for an interview will be contacted.



BUCHANAN BARRY LLP

CHARTERED PROFESSIONAL ACCOUNTANTS