

Small Firm, Big Impact: Gain work experience and earn cash

Are you interested in learning about administrative duties

Are you looking for work experience credits and spending money?

Do you want to join a firm that is focused on your personal and professional development?

Look no further, LMSPC is a Chartered Professional Accounting firm that was established in 2020 in Brooks, Alberta. We are a full-service firm serving clients in oil & gas, agriculture, retail, real estate and all other small business industries.

Job Description

- We are seeking an energetic, motivated and results-oriented **high school student**. We are seeking someone with a high degree of initiative, resourcefulness and outstanding communication and relationship skills. We require a reliable individual who has the proven ability to work under pressure and meet deadlines in a timely and in an effective manner.

Responsibilities:

- Support administrative team members with file completion and closing tasks
- Scan and save various client documents
- Perform tasks in excel, word and Outlook
- Complete other general office tasks as required

Benefits

- Flexible hourly wage
- Hours can be scheduled around school, sporting events, etc.
- Work experience credits are available
- Firm sponsored social and team building events