



Job Title: Office Administrator/Reception **Location:** Ladner, BC
Company: Stoilen Alston & Lang CPA
Job Type: Full-Time

We are a small, locally owned public practice in Ladner looking to hire a full-time Office Administrator.

Job Responsibilities:

- Answer and direct incoming phone calls
- Greet clients and visitors in a professional manner
- Organize, scan, and distribute all incoming mail
- Order and maintain office supplies
- Ensure common spaces, kitchens etc. are well organized
- Print, scan, and file documents as needed
- Compile client packages for distribution
- Provide general administrative support to staff, managers, and partners
- Provide client management support, maintain CRM
- Ability to work 9 to 5, Monday to Friday
- Ability to work overtime in the month of April, including Saturdays

Qualifications:

- High school diploma or equivalent
- Excellent communication and organizational skills
- Solid computer skills (Microsoft Office, email, printer/scanner use)
- 2 plus years' experience in receptionist and office administration
- Professionalism and confidentiality are a must

Why Join Us?

- Supportive and professional work environment
- Additional opportunities are available in this role depending on experience
- Competitive pay (min \$20/hr, dependent on skill level and expertise)
- Benefits including sick days and flex days

If you are interested in this position, please apply by sending your resume and cover letter to info@salcpa.ca. We thank all applicants for their interest.