

Job Title: Short-Term, Full-time Administration Position

Location: Teed Saunders Doyle, Fredericton

Start Date: March 10, 2025 – May 3, 2025

Job Description:

We are seeking a dedicated and detail-oriented individual to join our team for a short-term administration position. The ideal candidate will be a team player with strong computer literacy, a quick learner, and exceptional attention to detail. This role requires the ability to multi-task and work efficiently in a fast-paced environment.

Key Responsibilities:

- Provide administrative support for partners and staff.
- Manage and organize files, documents, and records.
- Handle incoming and outgoing communications, including emails and phone calls.
- Manage electronic filings.
- Support special projects as needed.

Qualifications:

- Proven experience in an administrative role.
- Proficiency in Microsoft Office Suite and other relevant software.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Flexibility to work some hours on weekends or evenings when needed.
- Must be proficient in technology.

Addition Attributes:

- Team player
- Strong computer literacy skills
- Quick learner
- Exceptional attention to detail
- Ability to multi-task

How to Apply: Please submit your resume and a cover letter detailing your relevant experience along with references and why you are the ideal candidate for this position to shelleym@tsdcpa.ca