JOB DESCRIPTION: Executive Administrative Assistant
REPORTS TO: Partners, Senior Managers, Managers

Summary

We are seeking a highly organized and proactive **Executive Administrative Assistant** to support one of the firm's partners. This role demands a professional who can manage a wide range of administrative and executive support tasks with a high level of discretion and efficiency. The Executive Assistant will serve as a trusted point of contact, ensuring the partner's time and priorities are optimized in a dynamic and fast-paced environment.

At Teed Saunders Doyle, we work hard to deliver exceptional service and excellent value to our clients, and we like to have fun doing so. In other words, we take our work seriously— but we don't take ourselves too seriously. We believe in investing in our employees by providing ongoing training, business tools and an attractive compensation package, which includes a health plan, a pension plan, and a wellness program. If you want to develop your career in a fast-paced, fun, and collegial atmosphere, we are the right fit for you.

Required Skills

- 5+ years of executive-level administrative support experience (preferably in a corporate or professional services environment)
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Strong typing and document formatting skills
- Ability to manage up and support high-level decision-makers
- Excellent interpersonal skills and the ability to build relationships across all levels

Key Competencies

- **Professionalism & Discretion** – Maintains confidentiality and exercises sound judgment
- **Organization & Time Management** – Prioritizes tasks and handles multiple responsibilities effectively
- **Communication Skills** – Excellent verbal and written communication
- **Proactive & Resourceful** – Anticipates needs and solves problems independently
- **Tech-Savvy** – Proficient in Microsoft Office Suite, calendar systems, and communication tools
- **Attention to Detail** – Ensures accuracy and completeness in all administrative tasks

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Primary Duties and Responsibilities

This position description does not deal with every situation that may arise during employment. It is intended to reflect the core responsibilities and tasks of employment with the Firm. The Executive Administrative Assistant may be assigned additional duties from time to time.

Detailed duties will include but are not limited to:

- Receive and screen incoming phone inquiries in a friendly, professional and courteous manner, responding or forwarding when appropriate
- Some general clerical duties including filing, photocopying, scanning, faxing and mailing
- Prepare responses to client correspondence containing routine inquiries (ie. copies of statements, tax returns, etc.)
- Manage and maintain the Partner's schedules for efficient workflow
- Assist with iFirm functionalities to ensure all jobs are prioritized quickly for completion and approval
- Archive working papers on a daily basis
- Keeping all other information for archiving up to date
- Prepare, proof and modify invoices, reports, memos, letters and other documents using iFirm, Caseview and Microsoft Office
- Contacting clients regarding overdue accounts
- Preparing corporate deadline list each month
- Schedule and coordinate meetings and appointments with clients and staff that may be required by the Partner
- Prepare agendas and schedules for meetings, as required
- Contact clients for engagements, requests for personal tax information, corporate year-end information and proactively generate year-end letters
- Continuously expand and update professional knowledge and skills to enhance individual and team innovation and productivity
- Correspond with CRA on client representation
- Complete enclosure letters as instructed by Partner
- E-filing of Service New Brunswick and CRA related documents
- Preparation and assembly of personal tax returns
- Assembly of corporate year end work including financial statements and corporate income tax returns and all related documents and forms as required
- Assembly of various documents for clients.
- Performing other duties, from time to time, as requested by the Partner
- Positively represent the firm in the community in actions and participation in events, committees, organizations etc. that are of interest to you

Your ability to carry out these duties and others that may be assigned from time to time will be considered as part of your annual performance assessment.

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Salary and Benefits

The salary range for this position varies depending on qualifications and experience, and it is our intention to provide top-of-market salary for this position.

All full-time employees at Teed Saunders Doyle are entitled to the following benefits and more:

- Health plan (employee pays 50% of premiums)
- Pension plan (employer matches employee contributions)
- Professional development courses paid for by the Firm

Please submit your resume in confidence to Shelley Morell, Human Resources and Communications Administrator, by email at shelleym@tsdcpa.ca

While we thank you for your interest in our firm, only applicants selected for an interview will be