

# Careers



## Join Us

**We are currently looking for an individual to join our diverse team in the position of ADMINISTRATIVE SUPPORT & QUALITY ASSURANCE.**

In this role, you will greet and assist clients and visitors. You will work as part of a group of office professionals to ensure all administrative and clerical functions are completed accurately and delivered with high quality in a timely manner.

### Our Firm:

**BISHOP & COMPANY HAS BEEN COMMITTED TO CLIENT SUCCESS FOR 40 YEARS.**

Founded by retired partner Raymond Bishop in 1982, the Firm is now led by partners Greg Miller, Jocelyne Dumaresq, and Justin Strong.

With a staff complement of 20 people, the Firm provides a wide range of professional services in the areas of audit and assurance, taxation, business information technology, succession and estate planning, business advisory and risk management.

### Responsibilities:

- Greet clients and visitors in a professional and welcoming manner
- Work to support the entire team to provide the best possible service to our clients
- Answer and direct external phone calls, faxes, emails, the processing of payments, and other communications including scheduling appointments
- Complete quality control (e.g., detailed proofreading) on a variety of documents
- Produce and distribute memos, letters, faxes, and forms
- Carry out clerical duties such as filing, copying, binding, scanning, and organizing
- Perform work-related errands such as going to the post office and bank

## Skills and Experience:

- Administrative course or Community College certificate, plus 3–5 years of clerical, administrative or office experience
- Superior client focus and experience dealing with the public in a warm and welcoming way
- Aptitude for remembering clients' names, faces and details
- Ability to handle difficult situations in a pleasant and composed manner
- Solid team player with a priority of supporting partners and staff
- Strong problem-solving skills, critical-thinking skills and attention to detail
- Superior spoken and written communication skills
- Basic to moderate computer knowledge (proficiency with MS Office and keyboarding skills)
- Superior organizational and time-management skills as well as the ability to multi-task in a fast-paced environment
- Ability to lift 25lbs, sit for extended periods, carry out repetitive hand/wrist movements, and work at a computer-style desk

## Working Conditions:

- Generally 8:30–4:30 Monday to Friday; work weeks are 42.5 hours during the peak busy season and 30 hours in the summer, when we are closed on Fridays
- Overtime is required throughout the year based on client deadlines and other project-related work
- Local travel for administrative tasks may be required as needed
- Travel within the Maritimes with overnight stays for conferences / training sessions is optional



## Our Values:

### EXCELLENCE

We strive for excellence in ourselves and for our clients. We consistently work to exceed our clients' expectations by guiding them to unique solutions customized to their needs and delivering them in a timely fashion.

### CLIENT FOCUSED & RESULTS-ORIENTED

We are focused on achieving agreed-upon end goals in the right way and in the right time. We live up to our commitments on quality, deadlines, and deliverables for our clients. We take pride in actively engaging with our clients, anticipating their needs and being there when they need us.

### EDUCATION & DEVELOPMENT

Our people are our strength and our success. We value investing in and fostering the growth of our employees. We recognize that the Firm performs best when its people are engaged, appreciated, and fulfilled.

### COMMUNITY & CHARITY

We are actively involved in our community, promoting and recognizing our clients whenever possible. We proactively seek opportunities to contribute and impact our community, both individually and as a Firm. We seek to support and give back to our community on an ongoing basis.

### CONTACT US:

Please email  
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