



Position: **Administrative Assistant with Accounting Skills (6 months contract)**
Location: **Mississauga, Ontario**

Reports to: Executive Assistant
Employment Type: Full Time
Category: Administration
Industry: Commercial and Institutional HVAC

Company Overview:

Tempspec Inc. is an original equipment manufacturer (OEM) of heating and cooling equipment for the North American school and high-rise condominium and hotel markets.

The Administrative Assistant is responsible for providing an administrative support and assistance in certain accounting and operational functions of Tempspec and other family-owned companies. The Administrative Assistant should be a fast learner, good listener with have a high degree of professionalism, initiative, judgment, and discretion in handling confidential information.

Responsibilities:

Administration:

- Schedules and co-ordinates appointments, meetings, travel arrangements and company events as required. Distributes information to other parties. Both internally and externally.
- Assists in preparation of presentations.
- Completes expense statements.
- Prepares meeting minutes and memorandums.
- Data entry, printing and filing documents and maintaining records.
- Other duties as assigned.

Analysis / Research Project Coordination

- Assist with preparation of reports and analysis of financial and manufacturing data as required by management by using Excel spreadsheets and charts

Family Office and Operations

- Assists with the accounting/bookkeeping for approximately 10 associated companies and ensures compliance with the governmental regulations.
- Prepares various forms and fillings for the government agencies as required.
- Prepares tax and year-end documents for external accountants, communicates with accountants and external parties, ensures month end reconciliations.
- Processes accounts payable and receivables and files GST returns for associated companies.
- Remote assistance to the Chairman with administrative tasks.
- Occasional travel may be required.

Qualifications:

- Post-Secondary education in Business, Economics or Accounting
- 1-2 years of experience working in a similar role
- High proficiency with MS Office-Word, Excel, PowerPoint and working knowledge of accounting practices
- Advanced Excel skills an asset
- Accounting experience an asset
- Business acumen - full understanding of quality standards relative to office administration
- Able to work with limited supervision and to take discretionary action as required
- Proactive with the ability to take initiative to make decisions within established criteria
- Strong verbal and written communication skills with the ability to compose clear documents
- Professional manner, tact, diplomacy, and discretion in dealing with clients, vendors and associates including senior management