

Dougan & Associates is looking for an **Administrative Assistant** to work in our Guelph office with our Office Administrator. The ideal candidate will be detail-oriented, organized, a problem-solver, good at multi-tasking, with good personal skills, and trustworthy, as they will be dealing with some confidential information. They will preferably have a background in small business administration, or have education in Business Administration and book-keeping.

General Office Duties:

- Entering budgets into time-tracking software
- Posting accounts payable invoices (QuickBooks)
- Banking
- Filing
- Ordering supplies
- Administration of projects, status updates, and preparation for staff meetings
- General administrative support as required

Employment Type:

- Part-time; approx. 20 hours per week
- To be scheduled through discussion with the successful candidate.

Seniority Level

- Entry level

Dougan & Associates is a mid-sized ecological consulting & design firm based in southern Ontario that has been providing services in terrestrial biology, ecological assessment and landscape architecture to the public and private sectors since 1981.

Qualified candidates please send resumes to Kristina Shaw-Lukavsky at kshawluk@dougan.ca by January 15th, 2018.