



## **JOB OFFER – ACCOUNTING CLERK / ADMINISTRATIVE ASSISTANT**

**Company:** Symetris.ca

**City:** Montreal, Plateau-Mont-Royal, near Mt-Royal Metro

**Job:** Accounting clerk / administrative assistant

### *Job description*

Part-time (1 or 2 days per week) with flexible schedule.

A dynamic agency of web experts, Symetris was founded 12 years ago and counts 15 teammates.

We are looking for a methodic, independent and responsible person who will track invoices and receivables while supporting the marketing department and helping with office management.

Your responsibilities include:

- Accounting: Enter invoices into the accounting system;
- Accounting: Make sure payments are received within 30 days;
- Accounting: Manage client and supplier accounts;
- Accounting: Generate and send cheques;
- Marketing: Document competitive intelligence and market trends;
- Marketing: Corporate blog publication calendar management;
- Marketing: Assist the marketing department with diverse initiatives;
- Office management: Maintain office supply inventory;
- Administrative assistant: Other administrative tasks as required.

### *Requirements*

- ✓ DEP or DEC in accounting/administration;
- ✓ Autonomous, positive mindset and team player;
- ✓ Disciplined, organised and detail oriented;
- ✓ Willingness to learn and adapt;
- ✓ Added value: Experience with Quickbooks;
- ✓ Bilingual (written and spoken, English and French).



### *Why work at Symetris?*

Dedicated and dynamic, collaborative and friendly, our team believes that the human experience should be put at the centre of technology. Each department meets weekly to share and improve on their knowledge and each employee has a real impact on the company's future.

As for our everyday lifestyle, our legendary "5@7 jeudi découvertes", our rewarding team-building activities, our wacky theme days and our Mario-Kart-lunches are appreciated by all.

It all comes down to our values (heart, discipline, expertise and transparency) which guide our decisions and are the reason why your future teammates are as thick as thieves.

Each new employee is assigned a "godfather" that will accompany him/her through the onboarding adventure into our team for the short and long term.

More information on [www.symetris.ca](http://www.symetris.ca)

### *How to apply?*

Send your candidature to Brad Muncs: [jobs@symetris.ca](mailto:jobs@symetris.ca)

Please include:

- Your C.V.
- A presentation letter