

Administrative Assistant

Position Description:

We are currently seeking an Administrative Assistant to provide a variety of senior level administrative support services to our Partners. At KRP, we attribute a large part of our success to the support and assistance provided by our administrative team. We are looking for a reliable, organized, proactive team player who is able to prioritize in a fast paced environment.

Requirements:

- 3 to 5 years of experience in an Administrative Support role, ideally in a professional environment.
- An Office Administration, Accounting or Legal Assistant Diploma is preferred.
- Intermediate to advanced proficiency in Microsoft Outlook, Word, Excel, and PowerPoint.
- An extremely high level of accuracy and attention to detail.
- Ability to work under deadlines, meeting the demands of multiple senior level staff.
- Outstanding client service skills with excellent written and oral communication skills.
- Well organized and able to meet conflicting priorities.
- Trustworthy professional, able to maintain material in a confidential manner.

Duties:

- Provide full administrative support to multiple partners, including organizing meetings and conference calls, preparing invoices, filing manual/electronic documents, maintaining client files, and creating reports.
- Prepare various professional correspondences such as proposals, letters, and reports, ensuring they are properly formatted and proofed before delivery to clients.
- Communicate with clients regarding inquiries, meetings, file progress and billings.
- Work conscientiously with other administrative staff toward individual and common goals.

Please email resumes and a cover letter by May 11th, 2012 to: hr@krpgroup.com or Fax: 780-429-4817 Attn: Jeannette Blumentrath

We wish to express our appreciation to all applicants for their interest in KRP. However, only candidates selected for interviews will be contacted.