

# Accounting Administrator/Reception

## Moncton Laboratory

RPC is a research and technology organization (RTO), with the core mission to harness science and technology in the service of innovation, and to build economic competitiveness. In business since 1962, we serve over 1000 clients annually from our locations in Fredericton, Moncton, and St. George, New Brunswick.

We have an immediate opening for an **Accounting Administrator/Receptionist** in our Moncton Branch. This will be a full time 6 month contract with possibility of extension and/or conversion to full time.

The work consists of receiving and logging sample submissions from our walk-in clients and interacting both with clients and our analytical departments with respect to analytical requirements and issues. The successful candidate will also assist RPC administrative staff and clients. Accounting responsibilities will include a variety of administrative duties such as reporting, client billing, time sheet entry and other duties as assigned.

### SKILLS/QUALIFICATIONS:

- Graduate of an office administration/management program, post-secondary program or other related field
- A minimum of 1 year of experience office administration, thoroughly familiar with current techniques in office practice and procedures
- Working knowledge in accounting
- Skilled in business English for writing, proof reading and editing correspondence and documents
- Proficient computer skills including MS Office (Word, Excel, Outlook), Internet searches, document scanning, and working with PDF formatted documents
- Customer service focus
- Bilingualism (French and English) is a requirement
- Excellent communication skills
- Discreet, professional, highly organized and calm under pressure
- High attention to detail
- Trouble-shooting and problem-solving skill.

The hourly wage range is \$18-\$20 per hour depending on education and experience. Hours of work are 8:15 am to 4:30 pm Monday to Friday, with some overtime as needed.

To apply please email a cover letter and resume quoting position **#ADMIN0622** to [careers@rpc.ca](mailto:careers@rpc.ca), no later than **July 13, 2022**.

*While we thank all applicants for their interest, only those selected for an interview will be contacted.*

*RPC is committed to the principle of employment equity and diversity.*

