

Applying for a Job as an Administrative Assistant (NOC 1241)

JOB POSTING

FRONTLINE FINANCIAL MANAGEMENT IS GROWING! We Need a Senior Administrative Assistant

As the Senior Administrative Assistant you will be a respected member of a four-person finance team committed to quality results. You will be responsible for organizational and administrative support in the Finance Department, including accounts payable, purchase requisitions, bank reconciliation and government filings.

As the Senior Administrative Assistant at Frontline, you must have the ability to exercise good judgment in a variety of situations, with strong written and oral communication and administrative and organizational skills, and the ability to maintain a realistic balance among multiple and competing priorities.

Desired Qualifications:

- College Diploma in Office Administration or equivalent
- Qualified Administrative Assistant designation preferred
- Minimum three to five years of experience in a finance position
- Must pass Advanced Microsoft Office Assessment Test which includes: Word, PowerPoint, Excel and Outlook.

Essential Functions and Skills:

- Able to take direction and demonstrate a commitment to learning
- Strong skills in effective communication (oral and written) and client service
- Able to work independently on projects from conception to completion
- Able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
- Able to assist with special projects as needed
- Able to provide emergency backup support to others in the office administration team and perform all other duties as assigned

Please submit your résumé and cover letter to HR@FFM.ca.

We thank all applicants for their interest, however, only those being considered for this opportunity will be contacted.

Link to Ontario Skills Passport Occupational Profile:

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/DisplayNocDetails.xhtml?nocid=1241>

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COVER EMAIL

TO: HR@FFM.ca
SUBJECT: Senior Administrative Assistant Opportunity
ATTACHMENTS: 1.ASharma.cover.docx 2.ASharma.resume.docx
<p>Dear Frontline Financial Management:</p> <p>Please find attached my cover letter and résumé for the posted opportunity: Senior Administrative Assistant.</p> <p>Thank you for your time and consideration and I look forward to hearing from you.</p> <p>Best regards,</p> <p>Anna Sharma (111) 222-3333 anna.sharma@mymail.ca</p>

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COVER LETTER

HR Manager
Frontline Financial Management
123 Main Street, Anywhere, ON

Sent by email to HR@FFM.ca

Dear HR Manager:

Please accept my application for the Senior Administrative Assistant position at Frontline Financial Management. I believe you will find me to be an enthusiastic person who understands the importance of hard work, attention to detail and providing excellent client service.

Upon graduation in Executive Office Administration from Ontario College, my five-year career has focused exclusively in the financial services sector working both as a Customer Service Representative at Ontario Bank and more recently as the Administrative Assistant to the Manager at Ontario Credit Union. As a Customer Service Representative, I had the opportunity to talk to customers and provide them with accurate financial information in a friendly and professional manner. I was often the first contact so I knew it was important to be knowledgeable and pleasant while projecting a positive image of the company. As the Administrative Assistant to the Manager at Ontario Credit Union, I work hard to serve the needs of my manager. I have strong organization and planning skills and a proven ability to consistently meet, and effectively prioritize, multiple deadlines.

My most recent achievement is the attainment of my Qualified Administrative Assistant designation, earned through Distance Learning – University of Ontario. I am now actively seeking a progressive position where I can utilize the extensive knowledge gained from this academic accreditation coupled with my significant experience in financial services administration. I believe the position of Senior Administrative Assistant at Frontline Financial Management would provide such an opportunity.

I would welcome the chance to discuss how my experience fits with the needs of Frontline. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

Anna Sharma

Anna Sharma
(111) 222-3333
anna.sharma@mymail.ca

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RÉSUMÉ

Anna Sharma

(111) 222-3333, anna.sharma@mymail.ca

Education

2008 – 2010 Diploma, Executive Office Administration Program, Ontario College

2004 – 2008 OSSD, Anywhere Collegiate Vocational Institute

Training & Certificates

- Qualified Administrative Assistant (Q.A.A.) Designation (2015)
- Proficient in MS Office and QuickBooks

Skills & Work Habits Profile

- **Oral Communication Skills** – Friendly, approachable and able to effectively communicate with clients and colleagues.
- **Writing** – Prepared Board Meeting minutes summarizing meeting discussions and decisions.
- **Job Task Planning & Organizing Skills** – An expert at multi-tasking; Proven ability in reorganizing my tasks to meet deadlines while maintaining efficiency.
- **Entrepreneurship** – I strive to develop new and better ways to complete a task.
- **Reliability** – Punctual worker who uses time effectively to meet deadlines.
- **Teamwork** – Excellent team player who works willingly and respectfully with others.

Work Experience

Ontario Credit Union, Anywhere, ON (2012 – Present)

Administrative Assistant to the Manager

- Prepared letters, presentations, meeting agendas, minutes and monthly reports using MS Word, Excel and PowerPoint.
- Tracked costs for items such as office supplies, travel and catering. Compared expenditures to allocations to keep within the budget.
- Calculated year-to-date sales figures and completed year-over-year analyses.

Ontario Bank, Anywhere, ON (2010-2012)

Customer Service Representative

- Answered customer inquiries efficiently and professionally.
- Completed forms relating to deposits and withdrawals, RRSPs, and term deposits.
- Promoted and sold lending and deposit products and services.
- Participated in customer service training.

References

References available upon request, including Ontario Skills Passport Tracker.