

We're hiring Advisory Administrator.

We are seeking a highly motivated Administrator to provide direct administrative support to our Advisory department.

Responsibilities:

The role will be responsible for overseeing and performing day to day support related duties for the Advisory department which includes but is not limited to:

- Client acceptance administration
- Engagement letters
- Completion of new bank account forms
- Electronic filings
- Produce transactional investment journals
- Assistance with business development deliverables
- Assistance with proposals
- Assistance with audit committee materials
- Billing assistance and management
- Prepare expense reports, timesheets and related documentation
- Team travel management

Qualifications:

- Minimum of 3 years' experience working for senior level executives or providing strong administrative support in busy environment
- University degree or completion of recognized related program
- Superior communication skills, both written and verbal in addition to strong keyboarding skills
- Strong Microsoft Office Suite skills
- Ability to compose and produce grammatically correct correspondence, ensuring effective representation of partners and the Firm
- Must be self-motivated individual who is well organized, hardworking, enthusiastic and professional
- Ability to exercise discretion and confidentiality
- A strong sense of urgency, practicality and integrity
- Ability to work well under pressure with close attention to detail
- Excellent planning and organizational skills with the ability to successfully adapt to changing priorities and multi-task on a daily basis
- Ability to work independently and proven ability to work as part of a diverse team is essential
- Willingness and ability to work outside normal office hours when required

Applications should be sent via email, in the form of a resume and cover letter to **cbc.recruitment@deloitte.com**.

Deadline for applications: July 9, 2015

Deloitte.

