

Executive Recruitment & Appraisals Inc.

"The Okanagan Valley's Recruiter of Choice"

DAVIDSON

— LAWYERS_{LLP}

OFFICE ADMINISTRATOR

(Vernon, B.C.)

Our client, Davidson Lawyers LLP., one of the Okanagan Valley's most respected full service law firms, offers an exceptional career opportunity in the role of **Office Administrator**.

The Position:

To oversee and direct all management functions including accounting, personnel, administrative policies and procedures, financial management, professional liability, facilities management, information systems and marketing.

The Person:

You are a strategic and innovative thinker, able to influence internal and external customers with your knowledge of best legal support practices, and exemplary written and oral communication skills. A current accounting designation (CA, CGA, CMA) or enrollment in a recognized program and relevant legal industry experience would be considered definite assets. Exceptional computer skills and proven supervisory experience required. You have expertise with a broad range of HR issues. **You are a 'team builder' seeking a challenging and rewarding long-term career opportunity.**

Please go to www.executiverecruitment.ca to explore more details. Submit Resume in strict confidence to:

Patrick D. Walls, R. Psych, CHRP

All applications will be acknowledged.

Phone: (250) 764-2662

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Email: pat@executiverecruitment.ca

www.executiverecruitment.ca

