



Letko, Brosseau & Associates Inc.

Administrative assistant

Letko, Brosseau & Associates is one of Canada's leading independent investment management firms, serving both institutional and high net worth clients. The firm's approach is based on fundamental analysis, broad diversification, an international perspective, careful security selection and low turnover. This approach has generated solid long-term results for clients since the firm's foundation in 1987. The achievement of strong returns along with excellent client servicing and high ethical standards are the principles that guide the firm and have contributed to its success throughout the years.

Reporting to the Controller, you will primarily provide administrative and operational support to both the accounting and human resources team.

Responsibilities:

- Process supplier invoices;
- Manage requests / queries pertaining to accounts payable;
- Record invoices in the accounts payable system;
- Record transactions in the accounting system;
- Support the Human Resources team with employee onboarding (contracts, recruitment etc.)
- Maintain various logs (vacations, group insurance etc.)
- Perform other reconciliations and/or verifications related to the operations of the firm;
- Ensure that various legal and administrative documents related to the operations of the firm are filed;

Requirements:

- DEC in accounting ;
- Strong academic results ;
- Bilingual (verbal and written communication);
- Advanced knowledge of the MS Office Suite, particularly Excel;
- Rigorous, autonomous and resourceful;
- Honest with a strong sense of ethics;
- Attentive to detail and good with numbers

Salary and Benefits:

- Competitive base salary, plus annual bonus programs;
- Immediate access to medical, dental and life insurance coverage, along with long-term disability insurance
- Employer contribution to a deferred profit-sharing plan (DPSP);
- Corporate discount for your membership in a fitness center
- Our downtown Montreal office is easily accessible by public transit, with a vast array of restaurants and boutiques nearby!

LetkoBrosseau

Our mission is to provide a supportive and inclusive environment where everyone can maximize their full potential.

If you are ready for this challenge, please submit your resume to careers@lba.ca.

We thank all candidates for applying, however, only those selected for an interview will be contacted.