

JOB OFFER: FINANCIAL/ADMINISTRATIVE ANALYST

CANADEST is a professional firm specializing in business transfers offering services to entrepreneurs who wish to sell or buy existing businesses on a confidential basis. Its offices, which covers the territory of all the Maritimes and Quebec, is currently looking for a for a Financial Analyst/Administrator.

TASK DESCRIPTION:

- Manage the office and coordinate administrative activities related to Canadest and associated companies, as well as client companies.
- Administrative work such as correspondence (telephone, emails, etc.), filing, photocopies, and printing of various documents, reception of clients, manage accounts payable, etc.
- Enter and compile financial statement data for client companies in the Financial Analysis Tool (FAT), as well as doing the research and financial analysis to produce confidential Business Valuation Report.
- Prepare profitability analyses for commercial properties.
- Ensure the inventory of furniture, machinery and equipment in preparation for CBP.
- Prepare confidential business valuation reports (PVP/MPSP) in both official languages.
- Assist in the creation of visual presentations (PowerPoint, comparators, economic indicators etc.).
- Other related tasks.

REQUIRED SKILLS AND KNOWLEDGE:

- Knowledge of valuation and financial data analysis.
 - Ability to work independently and quick learner.
 - Ability to juggle multiple tasks and prioritize files.
 - Good knowledge of different computer programs (PowerPoint, Word, Excel, FAT etc.)
 - Post-secondary education required in finance and/or management, preferably including experience in management and IT.
 - Must be fluent in French and English, both written and spoken.
 - Professionalism, initiative, good communication skills and ability to work in a team.
- Canadians and/or immigrants are welcome to apply.

WORKING CONDITIONS:

- Permanent position: 35-40 hours/week. Salary: to be discussed.
 - Entry into office December 26, 2022, or according to the date of entry established by parties.
 - Place of work: Head office 3543 rue Principale, Suite # 5, Tracadie, NB E1X 1C9
 - Candidates interested in this position can send their resume and cover letter by email to: info@canadest.com before December 05, 2022.
- Only candidates selected for an interview will be contacted.