

## Job Posting

### Administrative Assistant (Bilingual)

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**DBA Expertise**, a renowned claims adjustment firm, recently celebrated its 50<sup>th</sup> anniversary. Our commitment to provide exceptional service to insurers and their clients has been our hallmark since our founding.

Our firm employs over 30 claims adjusters supported by a team of highly qualified administrative support staff.

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#### POSITION

We are looking for a versatile, detail-oriented individual renowned for the quality of his/her work, for a career opportunity as an **Administrative Assistant (Bilingual)**.

#### WORKPLACE

Sherbrooke, remote work flexibility offered

#### RESPONSIBILITIES

- Transcription of documents.
- Writing, editing, translating, and formatting documents.
- Transmission of reports.
- Reception related duties (file opening, receiving and transferring phone calls).
- All other related tasks.

#### REQUIRED SKILLS

- Diploma in secretarial studies, office administration, administrative assistant, or equivalent experience.
- Excellent command of both written and spoken French and English.
- Ability to work under pressure and manage priorities.
- Proficiency in Microsoft Office 365 software.
- Team spirit.

#### TERMS OF EMPLOYMENT

- Full-time.
- Permanent status.
- Competitive salary and benefits.

#### JOIN OUR TEAM!

If you meet the requirements and are ready to take on new challenges, send us your résumé, in complete confidence, to [rh@dbaexpertise.com](mailto:rh@dbaexpertise.com).