

## **ACCOUNTING & ADMINISTRATIVE ASSISTANT**

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Since 1992 GAC has established itself as a leading provider of aircraft component MRO services to the aerospace industry. We provide landing gear, air cycle machine and other component overhaul and loaner services to aircraft operators around the world.

GAC provides its employees with a competitive salary along with Group Benefit Life Insurance, Long Term Disability, Dental and Health coverage. In addition, the company will match your retirement savings contributions through a Group RRSP company plan.

If you want to be part of a dynamic, team oriented environment, GAC may be the company for you!

### **In this role you will assist with:**

- Accounts Receivable
- Accounts Payable
- Managers Travel Calendars
- Management Support
- Occasional Telephone Answering
- Miscellaneous Office Duties As Required

### **An ideal candidate would possess:**

- Post Secondary Education
- Minimum of 2 years AP/ AR Experience
- Some Corporate Travel Planning Experience
- Strong Excel Skills
- Excellent English Communication Skills
- Ability to Multitask & Prioritize Work
- Ability to Work Well Under Pressure
- Drivers License

\*Starting Salary: \$40,500

**If you would like to apply for this opportunity, please submit resumes to:**

**Mail:** 7075 Fir Tree Drive, Mississauga, ON L5S 1J7

**In Person:** Monday–Friday, 8:00–5:00

**Fax:** (905) 678-6312

**E-Mail:** [tashalee@globalaerospace.com](mailto:tashalee@globalaerospace.com)