



**Job Title:** Administrative Associate

**Location:** Woodbridge

**Website:** [www.stratossolutions.com](http://www.stratossolutions.com)

**About the Company:**

Stratos Solutions implements innovative tax structuring and recovery solutions to the top 1000 companies in Canada. Utilizing state of the art data mining models coupled with leading edge tax and accounting solutions we provide clients to recover tax and invoice overpayments and credits plus strategic planning which lowers future tax and expense costs.

**Responsibilities, Purpose and Position:**

- Working with the Partner and National Account Managers, prepare client proposals; further develop marketing materials, update our marketing database and special research projects from time to time
- Work on our website portal, improving our current materials and copy as well as developing new materials
- Experience working in a marketing environment
- Basic knowledge working with HTML, and contact management systems
- Prepare/Draft Client Billings
- Finalize Client reports
- Excellent English communication skills (writing and oral)

**Skills/Qualifications:**

- Proficient understanding of Microsoft Office suite of products including: Excel, Word, PowerPoint and Outlook
- You are professional in dealing with staff and management
- Reliable, at ease making decisions/problem solving skills