



August 27, 2019

Legal Assistant for a busy civil law office.

- Proficiency in Microsoft Office and P.C. Law.
- multi-tasker able to work on multiple files and handle telephone, faxes, emails, mail
- ability to provide excellent customer service
- assisting with client communications and account preparation
- provide secretarial support to lawyers and other legal staff in the company
- preparing, reading, reviewing, verifying, and routing correspondence, reports, and legal documents; drafting letters and documents; collecting and analyzing information; organizing meetings; scheduling couriers
- receiving clients at reception area; handling clients and other individuals by greeting them in person or on the telephone
- maintaining calendar by planning and scheduling conferences, teleconferences, travels; observing deadlines; reminders for deadlines and schedules;

#### **Qualifications and Requirements**

- Experience working within a law office is an asset
- Someone who can handle high volume.
- Strong communication and interpersonal skills
- The successful candidate must have a winning personality, be a team player, and have a positive disposition.

Please submit your *curriculum vitae* to [office@elricklaw.ca](mailto:office@elricklaw.ca). All candidates considered for this position will be contacted by **Friday, September 27, 2019** by 5:00 p.m. No phone calls please.