



We are a well established, multi disciplined law firm in Oshawa, Ontario that is currently seeking an energetic, well spoken, motivated Receptionist/Administrative Assistant.

Responsibilities:

- Answering multi-line switchboard, forwarding calls and responding to enquiries
- Greeting clients and directing them to the appropriate office
- Receiving all incoming mail and couriers – processing all outgoing couriers and mail
- Ordering office supplies
- Accepting client payments – sometimes using POS machines, preparing receipts and recording in our accounting system
- Issuing cheques using Esilaw accounting system
- Updating research books
- Arranging facilities management such as window cleaning, carpet cleaning, janitorial services, etc.
- Assisting bookkeeper with daily tasks

Qualifications:

- Must have college/university diploma in Administrative/Legal field
- Must be positive, a team player and eager to learn
- Must have strong written and oral communications skills
- Possess knowledge of Microsoft Office products

Salary is commensurate with experience.

Please submit resume and cover letter indicating salary expectations by email only to ldenniston@oshawalawyers.com

We thank all applicants for their interest; however only those candidates selected for an interview will be contacted. No telephone inquiries please.