

Unifor Legal Services Plan (OSHAWA)

Position: **SENIOR SECRETARY – REAL ESTATE/ESTATES**

Deadline for Applications: September 12, 2025

Starting Salary: \$65,768 per annum plus benefits

There is a permanent full-time Senior Secretary's position available at our Oshawa Office. This position will focus on residential real estate, with some estate work, reception relief and other general administrative duties.

We are seeking an individual with excellent communication and interpersonal skills who can meet with clients and prepare key correspondence and legal documents. The successful applicant will also be well organized and methodical, with particular strengths in the areas of accuracy, attention to detail and dealing tactfully with all clients. They will be able to work with minimal supervision, complete tasks on their own initiative, and have the ability to recognize problems and seek instructions when appropriate.

Preferred qualifications include five (5)+ years of experience in a law firm in Ontario, knowledge of legal terminology and all procedures relating to real estate and estate work. Applicants must have excellent computer literacy skills as well as word processing skills. Preference will be given to candidates with knowledge and experience with Realti Web, WordPerfect 12, Microsoft Word, Teraview 6.2, PC Law, Estateably and Microsoft Excel.

We will provide requested accommodation to any applicant, in accordance with our Accommodation Policy.

Please submit your application to:

Mr. William A.D. Clark
Managing Lawyer
Unifor Legal Services Plan
603-419 King Street West
Oshawa, ON, L1J 2K5
E-mail: wclark@uniforlsp.com