

Law Office Runner

We are seeking a highly motivated individual with strong administrative skills interested in joining our firm as a Law Office Runner.

Responsibilities:

This position is responsible for bank deposit runs, delivering time-sensitive documents to court house, and other law offices. This position will also include clerical tasks such as processing mail, scanning and copying documents, closing files, taking and retrieving files to & from our off-site storage facility, filing, and other general office errands when needed.

Most of the Runners territory is within walking distance and will be required to walk throughout the day. Valid driver's license and reliable transportation will also be required.

We offer employees a positive working environment and encourage a balanced lifestyle. In addition to a competitive salary & vacation, we have a benefits program which includes paid personal days, wellness initiatives, health & dental benefits, group RRSP & TFSA plan with matching contribution, social committee with firm sponsored social events, and professional development assistance.