
Administrative Assistant

We are currently seeking an **Administrative Assistant** to provide support to our Family law team.

Responsibilities:

- Maintaining files (including: daily filing, file organization, opening files, closing files, etc.)
- Scheduling, records/document requests
- Binder updates & filing
- Assisting with meeting management functions, e.g. scheduling appointments; booking consults
- Billing and time-entry;
- Completing general administrative tasks.

Qualifications:

- Minimum 1 year of experience in a legal or professional office environment
- Completion of a recognized legal assistant program or equivalent experience an asset
- Strong technical skills and proficiency with Microsoft Office Suite products including Excel, Word, and Outlook.
- Ability to handle sensitive or private information with tact and discretion.
- Must be highly organized, detail-oriented and you have ability to multi-task & prioritize
- Flexible, team player that is client service oriented.

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.
