

LEGAL ADMINISTRATIVE ASSISTANT

Looking for an experienced and motivated individual to join a small law firm.

Start Date: Immediately (a flexible start date can be negotiated)

Salary: Commensurate with experience

WE ARE two young lawyers starting a firm, in search of a legal assistant to join our team. Our main areas of practice are family law, child protection, real estate, and wills and estates. We are committed to creating a professional, progressive, and accommodating work environment.

RESPONSIBILITIES include:

- General administrative and clerical duties, such as answering phones, filing, and making copies
- Maintaining calendars, and scheduling appointments,
- Managing, organizing, and collating legal documents
- Drafting legal documents as instructed
- Conducting basic research
- Communicating with clients, counsel, and court officials
- Assisting with billing and accounting services
- Other duties as assigned

QUALIFICATIONS

- High school diploma or general education degree
- Minimum two years of experience as a legal assistant
- Skilled in using a computer, and conducting online research
- Excellent knowledge of MS Office, and ability to learn and develop efficiency in other software
- Organizational skills including the ability to adapt to different filing and scheduling systems, and meeting deadlines
- Knowledge of billing and accounting services

SKILLS

- Excellent written and verbal communication skills
- Strong social skills, and the ability to professionally interact with a wide range of clients
- Detail-oriented, with the ability to follow instructions

How to apply: Please send a resume and a cover letter (maximum 500 words) to gelarehm@mun.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.