

Position: Legal Assistant

Department: Corporate

The Legal Assistant provides administrative support to Law Clerks within the Corporate Law department. This position is responsible for coordinating a variety of administrative procedures to ensure a high standard of quality and customer service.

Key Responsibilities:

- Preparation of correspondence and legal documentation including extensive editing and quality assurance
- Coordinate external and internal communication including mail, e-mail, fax and telephone calls
- Maintain corporate database
- Obtain various corporate searches from government agencies
- Address client inquiries as required
- Maintain client files
- Prepare client files for closure and storage
- Preparation of accounts
- Preparation of mail and courier packages
- Assist with other projects and support other departments as required

Qualifications:

- Completed post-Secondary education in Office Administration or Law Clerk diploma from a recognized post-secondary institute or suitable combination of education and administrative related experience is preferred
- Minimum one year of legal office experience, preferably within a corporate law environment
- Strong working knowledge of PC desktop tools such as word processing, spreadsheets, presentations, e-mail
- Strong verbal and written communication skills
- Strong interpersonal skills and professional presentation
- Basic office equipment experience
- Customer relations experience
- Experience preparing and editing correspondence

Skills Required:

- Ability to plan, organize and prioritize job tasks in order to meet tight deadlines
- Ability to respond effectively and professionally to changes in schedules and priorities
- Ability to ensure consistent attention to details
- Ability to work independently within a team environment
- Ability to exercise discretion when dealing with sensitive information
- A positive, supportive and professional attitude

Interested applicants should forward their resumes to careers@perlaw.ca.



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