



https://intscanada.com/job/%e5%be%8b%e5%b8%88%e4%ba%8b%e5%8a%a1%e6%89%80/

## Legal Assistant Law Clerk

### Description

We are seeking a litigation assistant or secretary with 2 to 3 years of experience. Experience working at law firms is preferred.

### Responsibilities

- drafting letters
- opening & closing files
- drafting accounts
- paying invoices
- copying, scanning & filing
- scheduling events
- contacting clients about appointments
- contacting the Courts
- ability to work with minimal supervision
- understanding the Rules of Civil Procedure & deadlines

### Qualifications

- 2+ Year's experience as a Law Clerk,
- Strong attention to detail, organizational and time management skills,
- Excellent written and verbal communications

### Job Benefits

Paid time off – vacation paid

### Contacts

Send your resume to [intsconsulting.hr@gmail.com](mailto:intsconsulting.hr@gmail.com)

### Hiring organization

Law Firm

### Employment Type

Full-time

### Job Location

Markham

### Working Hours

8 hours Shift, Monday – Friday

### Base Salary

\$ 15 - \$ 17

### Date posted

2021-10-12