



https://intscanada.com/job/%e5%be%8b%e5%b8%88%e4%ba%8b%e5%8a%a1%e6%89%80-4/

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

Hiring organization

Law Firm

Employment Type

Full-time

Job Location

Markham

Working Hours

8 hours Shift, Monday – Friday

Base Salary

\$ 15 - \$ 17

Date posted

2022-08-05