



YOUR STAFFING SOLUTIONS PARTNER

Legal Assistant

Are you an experienced Legal Assistant looking for that next great role in your career? If you answered yes, we may have the position for you ...

Do you enjoy ...

- ✓ Drafting and editing correspondence, and other legal documents
- ✓ Maintaining a complex filing system
- ✓ Managing a busy calendar
- ✓ Coordinating meetings and taking meeting minutes as needed
- ✓ Liaising with clients and other counsel

Do you have ...

- ✓ Experience in a Legal Assistant role
- ✓ Strong MS Office skills (Word, Excel, Outlook, PowerPoint)
- ✓ Ability to work independently
- ✓ Desire to take initiative
- ✓ Strong communication skills, both oral and written
- ✓ Excellent organization skills along with high attention to detail

If this describes you, what are you waiting for? Apply today!

Please send us your resume at jenniferadams@strictlystaffing.ca or kaylarafuse@strictlystaffing.ca we can't wait to meet you!