

Name

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Company Name

TLR Law

Company Address

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Job Title

Receptionist/Assistant

Job Description

Étude d'avocats TLR Law Office is an innovative law firm. We strive to redefine the delivery of legal services and make law more accessible to Manitobans.

We are looking for a full time Bilingual Receptionist. Fluency in French and English is a requirement. Candidates need to be able to thrive in a fast-paced environment. The individual must be able manage customer service as well as maintain efficiency and meet production deadlines.

Be advised, however, the position will not be suitable for everyone. We do not offer the "benefits" normally offered by the profession. You will undoubtedly be forced to settle for "less".

1. We have a very strict dress code. Ties and expensive suits are forbidden. Jeans are permitted, but only if they are clean.
2. Management expects employees to enjoy their own lives on weekends and in the evenings. So, you will no longer be able to enjoy working long hours and be subject to unreasonable demands.
3. We believe in technology in law. We currently operate in the cloud. We will constantly challenge you with new ways of operating and thinking.
4. We offer benefits which include short and long term disability and critical illness in addition to other normal benefits. Unfortunately, this means that you won't have to choose between groceries and a dental appointment.

If, despite our (dire and final) warnings, you are still interested in the position, please submit your resume with cover letter to buhlerr@tlrlaw.ca.