



Legal Administrative Assistant

Description

1. **Job details**
2. Location Winnipeg, MB
3. R3J 0E6
- 4.
5. **Salary**
6. 26.00 hourly / 40 hours per Week
- 7.
8. **Terms of employment**
9. Permanent employment
- 10.
11. Full time
12. Day, Evening, Morning
13. Start date starts as soon as possible
- 14.
15. Working hours from 08:30 to 17:00
16. vacancies-2 vacancies
- 17.
18. **Languages**
19. English
- 20.
21. **Education**
22. College/CEGEP
23. or equivalent experience
- 24.
25. **Experience**
26. 1 year to less than 2 years

Duties

1. **Responsibilities**
2. Tasks

Closing Date

August 31, 2024

Categories

Business, Finance and Administration

Employer

Dreamlink Immigration Inc.

Location

St. James-Assiniboia

Address

1-1749 Portage Ave Winnipeg, R3J 0E6

Job Type

Full-time

Education Level

College

Email

admin@dreamlinkimmigration.com

- Coordinate the flow of information
- Open and distribute regular and electronic incoming mail and other material
- Schedule and confirm appointments
- Maintain filing system
- Record and prepare minutes of court sessions, meetings or conferences
- Prepare and key in correspondence and legal documents
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage
- Supervision: 3-4 people

1. Experience and specialization

- Computer and technology knowledge
- MS Word
- MS Office
- Quick Books
- MS Access
- MS Outlook
- MS Windows
- Adobe Acrobat Reader

Qualification

1. Area of work experience
2. Correspondence
3. Additional information
4. Transportation/travel information:
Public transportation is available
5. Work conditions and physical capabilities
 - Attention to detail
 - Personal suitability
 - Client focus
 - Dependability
 - Efficient interpersonal skills
 - Excellent oral communication
 - Excellent written communication
 - Organized

- Reliability
 - Team player
 - Ability to multitask
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