



# Administrative Assistant - Legal

## Description

## Responsibilities

## Tasks

- Schedule and confirm appointments
- Maintain filing system
- Determine and establish office procedures and routines
- Perform basic bookkeeping tasks

## Experience and specialization

## Computer and technology knowledge

- MS Office
- Quick Books

## Additional information

## Work conditions and physical capabilities

- Fast-paced environment
- Tight deadlines
- Attention to detail

## Personal suitability

- Accurate
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Organized

## Closing Date

July 23, 2024

## Categories

Business, Finance and Administration

## Employer

Sharma Law Office

## Location

Seven Oaks

## Address

980 MCPHILLIPS STREET  
Winnipeg, R2X 2K2

## Job Type

Full-time

## Education Level

College

## Email

hrsharmalaw@gmail.com

- Reliability
- Team player

## **Qualification**

### **Languages**

English

### **Education**

- College/CEGEP
- or equivalent experience

### **Experience**

Experience an asset