



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

August 3, 2024

Categories

Education, Law and Social, Community and Government Services

Employer

Sharma Law Office

Location

Seven Oaks

Address

980 Mc Phillips Street
Winnipeg, R2X 2K2

Job Type

Full-time

Education Level

College

- Reliability
- Team player

Qualification

Overview

Languages

English

Education

- College/CEGEP
- or equivalent experience

Experience

Experience an asset