



Reception and Junior Legal Assistant

Description

This position requires you to have excellent communication skills, both verbal and written and to have a basic understanding in: residential and commercial conveyancing and wills and estates, as well as some of our other practice areas. Support and training will be provided but a legal assistant diploma and two years of reception experience are preferred.

Core Competencies:

Two years reception services, preferably in a law firm.

Ability to work in a fast-paced and high-pressure environment

Demonstrated ability to work in a team environment

Possess a strong analytical and logistical skill set

Ability to multi-task and prioritize competing deadlines

Must be customer-service driven

Be able to work independently and work effectively as part of a team.

Excellent interpersonal and communication skills (verbal and written) with the ability to

Closing Date

May 31, 2025

Categories

Education, Law and Social, Community and Government Services

Employer

Ginakes Law Office

Location

Seven Oaks

Address

Suite 200- 1850 Main Street
WINNIPEG, R2V3J4

Job Type

Full-time

Education Level

College

Wage

\$17.00 - \$20.00

effectively and tactfully communicate with individuals within the firm and clients or other parties external to the firm

Excellent attention to detail and proofreading skills

Strong computer skills

Duties

This position performs standard office tasks, such as filing and maintaining records, copying documents, scheduling appointments and answering questions for clients. The position also provides all data entry, document production and file preparation in the areas of practice including wills and estates, real estate, minor litigation, corporate and commercial law. These tasks must be performed accurately and efficiently, with the goal being to ensure that there are no errors on documents presented for client signatures, and that volume production is managed well.

This position is also required to take on special projects including providing support on building development and renovations.

Legal secretaries may also operate a switchboard or multi-line phone system where they answer, screen and direct calls to the appropriate individual. They may also need to manage, sort and distribute incoming mailings, deliveries, faxes and other communications, as well as facilitate the dispersal of outgoing communication.

Legal secretaries should be generally familiar with legal procedures which they learn about during their training at work and in the legal assistant program. Experience working in an office as well as organizational and interpersonal skills are essential for legal secretaries, but if they are not acquired previously, the employer will provide same during the probation period.

You will also be relied upon to assist in maintaining a neat and tidy office including

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some light cleaning and waste removal assistance. Due to COVID 19, there are now rules around sanitizing and cleaning work surfaces, which we will review with you as part of those duties.

There are other duties required of this position, but the above are a highlight of the position's main duties.

Qualification

This position requires completion of a legal secretary program in Manitoba, or elsewhere in North America, but this requirement may vary depending on relevant prior experience.

In addition, the position requires strong verbal and written communication skills in English.