



## Legal / Administrative Assistant

### Description

We are seeking a friendly, organized, and detail-oriented Administrative Assistant to join our team. This role requires excellent customer service skills, the ability to multitask, and professionalism in a fast-paced environment.

### Key Responsibilities:

- Greet and guide clients, providing general information.
- Perform clerical and bookkeeping tasks.
- Schedule appointments and manage calendars.
- Record bookings, process transactions, handle payments, and issue receipts.
- Respond to client inquiries and resolve concerns courteously and efficiently.
- Utilize digital platforms and software tools to manage appointments and communicate with internal teams.

### Qualification

#### Requirements:

- Previous experience in an administrative or customer service role is preferred.
- 4-year undergraduate degree or higher.

### Closing Date

May 1, 2026

### Categories

Business, Finance and Administration

### Employer

A& M Canadian Immigration Law Corporation

### Location

Fort Garry

### Address

1325 Markham Rd  
Winnipeg, R3T 4J6

### Job Type

Full-time

### Education Level

College

### Email

-Strong verbal and written communication skills with a professional and friendly

demeanor.

-Excellent organizational skills and attention to detail.

We are seeking a team-player. If you thrive in a collaborative environment, send your resume to join one of the largest and emerging law firms in Manitoba.

[career@amcaim.ca](mailto:career@amcaim.ca)