

POSITION TITLE: Junior Executive/ Legal Assistant

Employment Type (FT,PT,Contract): FT

Rate of Pay: 30k-35k

Job Location: Mississauga

Hours of Work: 37.5

Start Date: ASAP

Application Deadline: September 20, 2019

COMPANY NAME: Maclsaac Gow LLP

Street Address: 1100 Central Parkway West, Mississauga ON

Phone: 365-777-6006

Fax:

Email: aburgess@mglawyers.ca

Website: www.mglawyers.ca

General Description of Duties:

- **Front desk duties, including answering phones, greeting clients; interacting with couriers.**
- **Arranging couriers, process servers, and document pickups.**
- **Preparing intake documents.**
- **Scheduling appointments, examinations for discoveries, mediations, calls, etc.**
- **Managing and maintaining lawyers' schedules and agendas.**
- **Reviewing, prioritizing, scanning, saving, and filing incoming mail, faxes, and courier deliveries.**
- **Preparation of correspondence, compilation of motions records, and other documents.**
- **Requesting medical and liability documentation, both pre- and post-discovery.**
- **Support the firm's partners and management.**

Skills and Experience Required:

- **Excellent organizational skills, including when scheduling for others.**
- **Ability to speak comfortably and confidently on the phone.**
- **Post-secondary, college, or other formal/on-the-job training.**
- **Working knowledge of Outlook, Word, Excel, etc.**
- **Above average computer skills, or to be able to quickly pick up on new programs.**
- **Ability to organize files, revise, proofread and edit documents, and manage a busy practice.**

- **Ability to work well with others.**
- **Excellent written and verbal communication skills.**
- **Ability to produce accurate, high quality work with minimal supervision in a busy work environment within established time frames.**
- **Ability and comfort to speak empathetically and knowledgeably with clients, lawyers and court staff.**
- **Willingness to learn and continue to develop. As our firm grows, so could this position within it.**
- **Knowledge of court forms, procedures, and the Rules of Civil Procedure, is an asset.**
- **Ability to speak other languages is considered an asset.**

How to Apply:

Please contact Alicia Burgess at Maclsaac Gow LLP by sending your resume to aburgess@mglawyers.ca

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