



Administrative Assistant, Legal

Posted by: Magnum Insight Immigration Inc.

Posting date: 04-Apr-2024 **Closing date:** 01-Oct-2024

Education: College/CEGEP

Language: English

Job location: Toronto

Salary: \$Salary 25.50 to 35.50 hourly (To be negotiated) Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: CAJ6822916

Expired

Job description:

Responsibilities

Tasks

- Schedule and confirm appointments
- Maintain filing system
- Determine and establish office procedures and routines
- Arrange travel, and related itineraries and make reservations

- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Prepare and key in correspondence and legal documents
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage
- Perform basic bookkeeping tasks

Experience and specialization

Computer and technology knowledge

- MS Office
- MS Outlook
- MS Windows

Area of work experience

- Contracts
- Invoices
- Reports and records

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large caseload

Personal suitability

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication

Organized
Reliability
Team player
Ability to multitask

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: boisconsult@gmail.com

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