

MCLENNAN ROSS

LEGAL COUNSEL

Receptionist/Legal Assistant Float

We are currently recruiting for a full-time Receptionist/Legal Assistant Float, who has a positive work ethic and attitude, possesses strong customer service skills and has excellent verbal communication skills. The ideal candidate must enjoy working in a fast-paced environment and be able to maintain professionalism, confidentiality and discretion at all times.

Job Responsibilities:

- Greet clients, accept deliveries, and answer main phone line
- Attend Court Registries, Legal Registries and Banks for deliveries and pickups
- Coordinate meetings, including scheduling, room set up and clean up, organizing catering, and occasional basic IT set up
- Maintain reception area and boardrooms to ensure they are clean and tidy at all times
- Perform general administrative tasks as required
- Assist with conflict searches, file opening and closings
- Assist with overflow work on large projects and covering staff absences

Key Qualifications and Education:

- Minimum 1-3 years of experience in a reception or assistant role within a professional services environment. Experience working in a law firm would be an asset.
- Proficient knowledge working with computers including Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) as well as knowledge operating phone systems/switchboard

What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Our proven high quality of service and commitment to our clients

Career Package:

We offer a challenging and progressive work environment together with an excellent salary/benefits package, including three weeks' vacation the first year of employment.

Qualified and talented candidates may submit resume and cover letter, including career highlights that demonstrate a strong fit to our requirements, to:

Sonya Robinson, Office Manager
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