

Bingham Law is seeking an experienced LEGAL ASSISTANT to join our team.

Position

This full-time position involves the preparation of standard documents relevant to corporate commercial law, incorporations, mergers and acquisitions, and financing; the preparation of invoices as well as any follow-up reminders and letters; and the management of lawyer's calendar appointments and tasks. It also requires quick, accurate dictation abilities, professional and polite interpersonal skills, strong organizational and time management skills, the ability to work under pressure, both independently and as part of a team.

Requirements

The successful candidate must have at least 3 years of relevant experience.

We will consider candidates who have experience as a Legal Assistant in any type of Law (Corporate, Real Estate, Litigation, Insurance, Family, etc.) or as an Administrative Assistant in a field other than law with the desire and the capacity to learn.

This position requires an excellent working knowledge of Microsoft Office (Word, Excel and Outlook), as well as Lighthouse accounting or other similar accounting software (PC Law).

The successful candidate must have strong writing and speaking English language skills. Bilingualism will be considered an important asset.

Interested candidates may apply in confidence, submitting a cover letter and resume by 4:30 p.m. on November 2nd, 2018 to Anne Hébert, CEO, at ahebert@bingham.ca.