

Dewart Gleason LLP is a boutique law firm focusing on civil litigation, labour law, defence solicitor negligence claims and professional regulation. We are seeking an **Administrative Assistant** to join our team.

Core Responsibilities

- Separate and rename documents produced by clients and other parties while adhering to the firm's naming scheme.
- Assist with filing and saving emails and other correspondence to the files.
- Receipt incoming cheques and make bank deposits.
- Assist with client billing.
- Provide overflow administrative assistance to Legal Assistants.
- Provide overflow assistance to the Receptionist as needed.
- Perform clerical and administrative duties.
- Fax, scan, photocopy and bind.
- Other duties as may be assigned.

Requirements

- Experience with working in a law firm or other professional services setting is an asset.
- Excellent verbal and written communication skills.
- Able to maintain a high level of integrity, professionalism, and discretion.
- Self-motivated, detail-minded, organized, process-oriented and an independent thinker.
- Strong at multitasking, prioritizing, and managing time effectively.
- Committed to a team and goal-oriented environment.
- Proficient in the use and application of MS Word, Excel, PowerPoint and Outlook.
- Knowledge of Brief Accounting, Dropbox, and/or ClickUp is an asset.

At Dewart Gleason LLP, we are dedicated to supporting applicants with disabilities throughout the recruitment, assessment, and selection process. If you require accommodation, kindly inform us, and we will collaborate with you to address your specific needs.

We thank all candidates for their interest. However, only those selected for an interview will be contacted.

Interested candidates are asked to submit their cover letter and resume to careers@dglp.ca.

No agencies or recruiters.