

Administrative Support Professional

Job details

Salary

\$17–\$20 an hour

Job type

1 year contract, full-time. Opportunity for future employment on a full-time permanent basis with benefits.

Full Job Description

An Office Support career and employment opportunity awaits you.

A growing law firm that welcomes enthusiasm and values people and their contributions is seeking a motivated, people oriented, highly organized individual to join our Team! The ideal candidate is an enthusiastic team player with strong computer and organizational skills and who thrives in a fast-paced environment. Experience in a legal environment is an asset, but training will be provided. Employment will start out on a one-year contract basis. A successful employee can expect the opportunity for career growth, advancement, and to gain full time permanent employment with benefits.

A day in the life of office support at our firm:

Responsibilities include:

- Telephone reception and front office reception;
- Greeting clients;
- Assisting clients with general questions and responding to incoming email inquiries;
- Scheduling and confirming appointments;
- Entering important dates in Outlook and maintaining the electronic calendar system;
- Using the Xerox copy / printing machine;
- Maintaining client communication records, including memos to file;
- Maintaining firm filing system, including organizing files;
- Ordering stationary supplies and maintaining stationary inventory;
- Visiting local financial institutions to make deposits;
- Handling incoming and outgoing mail/couriers;
- Assisting the team with general administrative support, and
- Accepting payments using a debit/credit machine

Schedule:

- 8.5-hour workday (one hour lunch break);
- Monday to Friday;
- No weekends, and
- Good attendance required.

How do I qualify?

You must have:

- Minimum grade 12 education supplemented with training / coursework in general office procedures and/or administration;
- Keyboarding at a minimum speed of 50 wpm;
- Previous experience in an office environment;
- Excellent written and verbal communication (English), and interpersonal skills;
- Ability to work independently or in a team environment and must be able to work without direct supervision;
- High regard for confidentiality;
- Pristine organization skills;
- Proficiency with MS Office, including Word and Outlook;
- Ability to operate computer technology with a proven aptitude and willingness to learn high level computer skills, and
- Ability to problem solve and prioritize tasks appropriately.

What we are looking for:

- Demonstrated ability in dealing with the public, using tact and discretion;
- Demonstrate strong positive relationships with fellow Team Members and clients;
- Perform daily tasks in a well-organized manner and maintain documents, files, supplies etc. in their proper location;
- Book appointments, greet clients, maintain firm calendar, provide general information to clients, respond to email inquiries and answer telephone calls;
- Provide general administrative functions, when required;
- Evaluate and implement new office procedures, and
- Track deadlines

Why choose our firm?

- We are a small firm that is growing and evolving – your voice will be heard, and your ideas celebrated! We welcome and support individual ideas and strategies;
- You will have the opportunity to grow and advance in your career as our firm grows, and
- You will be part of a culture where we operate as a team- we work together to achieve and thrive.

Ability to commute/relocate:

- Halton Hills, Ontario - reliably commute or plan to relocate before starting work (required)

Work Location: On site – no remote work option is available.

How to apply: All interest expressed will be in strict confidence. Please send your resume and cover letter to: careers@lawhalton.com. Please submit your interest on or before **February 26, 2024**. We thank all applicants for their application, but only those applicants who are selected will be contacted.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, age, colour, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status. We are committed to fostering an inclusive, equitable, and accessible workplace where every team member feels valued, respected, and supported and has the opportunity to reach their full potential. We welcome and encourage applications from all people. Should you require accommodation or support in any aspect of the recruitment and selection process, we will work with you to meet your needs. We ask that Applicants make their requirements known when contacted.