



Junior Litigation Administrative Assistant

The Firm

Wilson Vukelich LLP is York region's leading Business and Tax Law Firm with offices in Markham for over 30 years. Our team of 25 lawyers aims to deliver practical, value-added legal services to address our clients' business needs.

The Position

We are currently seeking a Junior Administrative Assistant to join our dynamic Litigation Group. As an integral member of the team, you will support lawyers whose practices focus on various types of litigation (e.g. commercial, labour and employment law, construction law, etc.).

Your responsibilities will include the following:

- organizing and maintaining physical and electronic files;
- preparing correspondence and formatting documents;
- assisting in the preparation, scanning, and e-filing of court documents;
- assisting in the preparation and processing of monthly accounts; and
- various office tasks as assigned by lawyers and staff.

The Candidate

The candidate should have a strong desire to learn as well as:

- Legal Administrative Assistant Diploma from a recognized college preferred.;
- some experience as an administrative assistant (at a law firm or otherwise) preferred;
- ability to support more than one team member and take on additional responsibilities as required within the team;
- experience with or an ability to learn accounting and billing procedures;
- excellent oral and written communication skills, with a strong attention to detail and strong proofreading skills;
- ability to take instructions, prioritize incoming work, and follow through on tasks; and
- strong proficiency with MS Word, Outlook, Adobe PDF, PowerPoint, and Excel.

We offer a dynamic work environment while promoting work-life balance.

If you are a person with a disability and require accommodation in order to successfully submit an application, please contact us to submit your accommodation request.

Please forward your resume in confidence to:

Kate O'Dette, Office Manager
Wilson Vukelich LLP
careers@wvllp.ca