



Legal Administrative Assistant / Floater

The Firm

Wilson Vukelich LLP with 21 lawyers is York region's leading Business and Tax Law Firm.

The Position

The position will provide administrative support as a Legal Administrative Assistant / Floater to a busy law firm. The position allows for exposure to a variety of practice areas and is ideal for a candidate with a strong desire to learn. Tasks will include:

- organizing and maintaining physical and electronic files;
- preparing correspondence and formatting documents in Word;
- reception coverage;
- various office tasks as assigned by lawyers and staff.

The Candidate

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

- highly proficient in Word;
- comfortable in a multi-tasking environment;
- positive attitude along with strong organizational and time-management skills;
- proven team-player.

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