



## Corporate Legal 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 lawyers aims to deliver practical, value-added legal services to address our clients' business needs. We are a growing firm and looking for excellent legal assistants to join our busy practice.

### The Position

Wilson Vukelich LLP is looking to add a legal assistant to our corporate group. Working as a team member in a busy practice area, tasks will include:

- drafting and revision of documents;
- providing administrative support to numerous lawyers;
- billing and schedule maintenance;
- client and counsel communication.

### The Candidate

The candidate should be a self-starter along with:

- excellent knowledge of Microsoft Word;
- comfortable in a multi-tasking environment;
- positive attitude along with strong organizational skills;
- excellent communication and inter-personal skills;
- familiarity with a document management system.

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](mailto:careers@wvllp.ca)

No agencies please