

Assistant (Blind River office)

Employer: Peterson & Peterson

Posted: 15 months ago

ES Job ID: 3788

Sector(s): Other

Closing Date: March 31, 2023

Location: Blind River

Duration: Part Time

Job Description:

The Law Firm of Peterson & Peterson is looking for a Part-Time Assistant. Wage is dependent on experience and can be negotiated.

Duties include but are not limited to:

- Greeting people as they enter the office
- Answering phones and directing calls
- Scheduling and confirming appointments
- Maintaining filing
- Clerical work such as opening and distributing mail
- Preparing correspondence, reports, and records
- Providing dictation
- Preparing invoices
- Assisting with wills and powers of attorney (typing, filing, etc.)

Required Skills:

- Post-secondary education is preferred (office administration or similar)
- Must be motivated and reliable
- Able to work as a team member and independently
- Driver's License and use of a personal vehicle (possible travel to Bruce Mines office once a week)
- Basic security clearance (clear criminal record check)
- The ability to adhere to confidentiality policies
- Adequate typing speed of 40 wpm preferred

How to Apply:

Please send resume to:

larryd.peterson@sympatico.ca (preferred method)

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