

JUNIOR ADMINISTRATIVE ASSISTANT

Legal Industry

WHAT'S THIS ABOUT?

We are seeking a dedicated and Fluently Bilingual Junior Administrative Assistant to join our client's law firm located in the heart of Downtown Montreal. This is a junior-level position that offers an exciting opportunity for individuals looking to begin their career in the legal industry. While prior experience in a law firm is preferred, it is not a strict requirement, as we prioritize candidates who demonstrate exceptional organizational skills, strong communication abilities, and a keen attention to detail.

You'll provide comprehensive support to a partner, managing calendars and coordinating meetings. You'll handle document preparation and editing in both English and French with precision. Additionally, you'll adeptly manage calls and emails, responding promptly and redirecting when necessary. Client interaction, maintaining organized filing systems, and ensuring confidentiality will also be key parts of your role.

ABOUT YOU

- Fluency in both English and French (spoken and written) is essential
- High school diploma or equivalent
- Proficiency in Microsoft Office Suite and document management software
- Excellent communication and interpersonal skills, with a professional demeanor
- Strong organizational abilities and attention to detail
- Ability to prioritize tasks and manage time efficiently in a fast-paced environment
- Previous experience in a law firm is preferred but not required

ABOUT US

- Salary **\$50,000 - \$55,000** per year
- \$500 for paramedical benefits
- 3 weeks vacation
- Life Insurance
- RRSP contribution

IS IT YOU WE'RE LOOKING FOR?

Email Andrew Diotte-Lyles with the position in the subject line.

Attach your complete resume.