



Legal Administrative Assistant / Floater

The Firm

Wilson Vukelich LLP with 23 lawyers is York region's leading Business and Tax Law Firm.

The Position

Want to start your legal professional career? We have an entry position that 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 be a graduate of a legal administration or law clerk program as well as:

- highly proficient in Word;
- comfortable in a multi-tasking environment;
- positive attitude along with strong organizational 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
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