



Legal Secretary/Law Clerk

- London, ON, Canada
- Full-time

Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

Job Description

Our client requires an experienced legal assistant with at least 3 years experience in labour and employment law.

- You possess excellent technical, administrative and communication skills
- Ability to work independently and as part of a team
- Highly detail oriented and can handle changing priorities quickly and efficiently
- Excellent organizational skills
- Proficiency in MS Word and legal software a must

Qualifications

Education/Training

- Completion of a one or two-year college or other program for Legal Secretary or Law Clerk

Experience/Qualifications

- Minimum 3 to 5 years experience
- Proficiency with dictation transcription equipment

- PC Law considered an asset

Additional information

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All information will be kept confidential according to privacy guidelines.

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