Legal Assistant - 4 days per week - Criminal Law Office, 4 Lawyers.

Duties include; drafting and preparation of documents, preparation of accounts, maintaining court and appointment schedules, drafting correspondence, opening files and inputting data in PC Law and various other daily office procedures**.**

Applicants must have a diploma in Legal Office Administrationand or experience as a legal assistant**.**  Computer proficiency in Microsoft Word and PC Lawis required**.**

Qualified applicants are invited to apply to Kimberly Dunn @ [kim@celaw.ca](mailto:kim@celaw.ca) Please include a cover letter, resume and reference letters, if available. No phone calls please.

We thank all applicants for their interest in this position however, only those selected for an interview will be contacted.