

SPECTRUM TAX & ESTATE PLANNING

120 Adelaide Street West

Suite 1901

Toronto, ON Canada

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Firm: SPECTRUM TAX & ESTATE PLANNING

Position: Legal Assistant

Working Hours: Regular hours - Monday - Friday

We are currently looking for a Legal Assistant to join our firm. We are looking to grow and are seeking new talent with exceptional qualities.

Responsibilities:

- Drafting various legal documents, including but not limited to documents related to articles of incorporation, amalgamations, dissolutions, and tax reorganizations;
- Maintain and update minute books for corporations and trusts;
- Work on multiple transactions and matters simultaneously
- Liaise with clients for examination and review of corporate records
- Act as liaison between lawyer and client
- Organize, scan, and maintain files and financial records;
- Greeting clients and visitors and answering visitor inquiries;
- Answering and routing all incoming telephone calls;
- Maintaining, scheduling and set-up of meetings;
- Various assignments as assigned from time to time.

Education and Experience:

- Preferably 2 years of experience in a professional service environment;
- Experience with software: Microsoft Office, Adobe Acrobat, PCLaw, ESC and/or Cyberbahn;
- Advanced written and verbal communication skills;
- Exceptional attention to detail;
- Exceptional legal writing skills and communication skills;
- Legal Assistant Diploma, Law Clerk Diploma or Institute of Law Clerks of Ontario Certificate (or equivalent)