



## **Firm Ambassador / Legal Assistant – Collingwood office**

At Barriston Law, we make a difference in the lives of our clients, communities and co-workers by cultivating positive connections every day. We deliver peace of mind as we serve our clients with results-driven legal advice.

Do you want to work for the first B-Corp certified law firm in Ontario and feel a sense of purpose in your work?

We have a position available within our dynamic and growing firm for a Firm Ambassador/Municipal Law Assistant in our Collingwood office.

The ideal candidate will have a minimum of 2 years of relevant experience as a Legal or Administrative Assistant, including experience with respect to the responsibilities outlined below.

Responsibilities of this role include:

### Legal Assistant:

- Preparing documents pertaining to municipal and general litigation matters
- Preparing, formatting and editing correspondence and legal documents
- Making telephone calls and speaking to clients, opposing parties, court and tribunal staff
- Assisting the municipal litigation department as necessary
- Working independently and as part of a team
- Prioritizing matters while assisting with keeping files organized and clients happy
- Managing calendar appointments and booking appointments including conference calls and Zoom meetings
- Performing administrative work related to files including opening of files, preparation of accounts and client billings, processing of payments, closing files and maintaining an active filing system

### Firm Ambassador:

- Greeting clients and visitors
- Providing administrative support such as photocopying, scanning and faxing
- Answering and directing incoming calls
- Processing payments including Visa, Mastercard, Cheques and Debit
- Receiving and distributing mail and couriers

- Maintaining petty cash
- Preparing waybills and packaging for couriers
- Ordering office supplies
- Acting as office legal courier as needed
- Special projects and duties as assigned

The successful candidate will have a strong work ethic, strong attention to detail and have a clear understanding of the value in providing excellent client service. Working in a team environment with experienced Law Clerks, Assistants and Lawyers, you will be responsible for handling legal and administrative work. A great attitude and emphasis on client experience is a must. Excellent time management and computer skills are a pre-requisite. Program specific IT training will be provided through our in-house IT staff, as required, on an ongoing basis.

We offer a comprehensive compensation package which includes annual salary, group benefits, pension plan, 10 paid sick days and annual vacation.

If you have the required skills and background, please submit your resume and cover letter to [hr@barristonlaw.com](mailto:hr@barristonlaw.com)

Barriston Law values the benefits a diverse workforce brings to our practice. We strongly encourage applications from people of all genders, ethnicities, religions, sexual orientations, and people who identify with a disability. If we can offer you any accommodations through the hiring process, please let us know. Additionally, if you have any suggestions on how we can make hiring more accessible please e-mail [hr@barristonlaw.com](mailto:hr@barristonlaw.com).

**No telephone calls or agencies please.**

**We appreciate your interest in this position, however only successful candidates will be contacted.**