



CARROLL HEYD CHOWN ^{LLP}

LEGAL ADMIN POSITION AVAILABLE

Carroll Heyd Chown LLP is currently seeking a legal admin to join our firm. The position is open immediately. The ideal candidate should have 1-10 years' experience and be proficient in Microsoft Word/Teams, Zoom, Primafact & Outlook.

Experience with a civil litigation-based practice, and practice management using Worldox and Clio would be considered an asset. Specific experience in Estates Litigation or Family law would be a definite plus.

Candidates must have the ability to work in a fast-paced environment with little supervision and have excellent time management skills. Our firm is committed to diversity and inclusiveness in all aspects of the practice.

Please forward your resume and cover-letter by e-mail to Shelley Stuckless @ sstuckless@chcbarristers.com.

We thank all candidates for their interest, however only those considered for an interview may be contacted.

August 23, 2022