



we're hiring!

legal assistant (1 Year Term)

This full-time position involves the preparation of standard legal documents. Other tasks include the preparation of invoices as well as any follow-up reminders and letters, final reports, and may also include the preparation of Wills and Powers of Attorney. The job requires quick, accurate typing abilities, professional and polite interpersonal skills, strong organizational and time management skills, and the ability to work under pressure, both independently and as part of a team



**send your
resume by
email to:**

info@blrlaw.ca