



Role: Administrative Assistant

We are a boutique (sixty person) law firm specializing in Canadian and U.S. immigration. Our lawyers are licensed to practice law in both countries. We have a great culture and unparalleled drive for excellent client service.

We currently have one position available for a bright and hardworking Administrative Assistant. This is a rewarding, collegial, and fast paced work environment.

The ideal candidate would possess strong computer, organizational and interpersonal skills and be highly motivated and detail-oriented with exceptional attention to accuracy.

Responsibilities and Duties

- Input and maintain accurate data within legal case management systems efficiently and effectively.
- Schedule client and internal meetings using Microsoft Outlook and Teams.
- Create and maintain client case lists using Microsoft Excel and legal case management system.
- Input reminders, track updates, and save correspondence.
- Monitor deadlines, filing dates, document expiry dates, and government correspondence.
- Complete client information and documentation intake, review and organize within electronic files.
- Proactively monitor assigned client files, respond to routine email correspondence, and regularly follow up with clients to obtain outstanding documents, information, signatures, payments, and other requirements necessary to advance immigration matters.
- Support the preparation, assembly and submission of electronic and hardcopy immigration applications
- Light drafting as needed.
- Perform other administrative tasks as needed.

Position-Specific Competencies

- Minimum of one year of experience working in a data entry/administrative assistant role.
- Self-starter with the ability to work independently and collaboratively.
- Exceptional attention to detail and strong organizational skills.
- Excellent oral and written communication skills.
- Ability to thrive in a fast-paced environment, manage multiple tasks, and meet tight deadlines.
- Proficiency with Microsoft Word, Excel, and Outlook. Experience with legal case management system an asset.
- Strong interpersonal skills and ability to communicate effectively and professionally with internal and external parties via email and phone.
- High adaptability and willingness to learn new concepts and technological advancements as they arise.

We provide group benefits, a competitive salary, and a monthly bonus commensurate with experience.

We thank all applicants for their interest.

Only candidates who meet our requirements will be contacted. Please, no telephone calls or faxes.