Everson Law located in Sidney, British Columbia, is looking for a cheerful, friendly, self-motivated and office assistant to join our team. For the right candidate, this may also be an opportunity to train as a legal assistant and support senior legal assistants and lawyers.

The ideal candidate has customer service background and time management skills. The office assistant role includes front desk, receptionist duties, filing, handling all incoming phone calls/emails, scheduling appointments, accepting various forms of payments and other various administrative tasks to support senior paralegals and lawyers practising in a variety of areas. It is preferred that the successful candidate desires to train as a legal assistant.

Desired Skills:

* Outstanding interpersonal, written and oral communicating skills;
* Knowledge of Microsoft Office Suite, especially Word and Outlook;
* Overall general office skills including ability to manage calendars and client contact information;
* Multi-task and prioritize work and meet deadlines which may change quickly;
* Able to efficiently prepare, compile and organize legal and administrative correspondence and documents;
* Ability to liaison with outside professionals such as court services and agents;
* Honest, reliable, mature and self-directed.

Helpful Considerations:

* Desire to seek legal assistant training certificate from accredited programs;
* Prior use of Excel and Adobe; and
* Professional appearance.

To apply, please email your cover letter and resume, along with references, to Wendy Everson.

Opportunity is no less than 4 days a week and preference is for full-time availability. Wages and salary commensurate with experience. Benefits available.