Legal Assistant - Gish Law Office

Job ID
10528

Gish Law Office

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LOCATION	DATE POSTED	EXPIRY DATE
4737 49B Ave suite 4, Lacombe, AB| Alberta	19-08-2026	15-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $32.00 hourly	2 years to less than 3 years	College/CEGEP

Job Details

How to apply

By mail: 4737 49B Ave suite 4, Lacombe, ABT4L 1K1

By email: Accounting@gishlaw.com

Job Description

LEGAL ASSISTANT

Employer details: Gish Law Office

Job details

Location: 4737 49B Ave suite 4, Lacombe, AB, T4L 1K1

Work location: On site

Salary: 32.00 hourly / 40.00 hours per week

Terms of employment: Permanent employment, Full time, Day

Starts as soon as possible

Benefits: Health benefits, Other benefits

Vacancies:1 vacancy

Overview

Languages: English

Education: College/CEGEP

Experience: 2 years to less than 3 years

On site: Work must be completed at the physical location. There is no option to work remotely.

Work setting: General law practice, Business or corporate law, Property and real estate law

Responsibilities

Tasks

• Coordinate the flow of information

• Open and distribute regular and electronic incoming mail and other material

• Schedule and confirm appointments

• Maintain filing system

• Determine and establish office procedures and routines

• Prepare financial statements and reports

• Prepare and key in correspondence and legal documents

• Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage

• Perform basic bookkeeping tasks

Supervision: No supervision responsibility

Experience and specialization

Computer and technology knowledge: MS Word, MS Office, Electronic mail, MS Excel, MS Outlook, Adobe Acrobat Reader

Area of work experience: Contracts. Correspondence. Real estate, Reports and records

Additional information

Transportation/travel information: Public transportation is not available

Work conditions and physical capabilities: Fast-paced environment, Tight deadlines; Attention to detail

Personal suitability: Accurate, Client focus, Dependability, Efficient interpersonal skills, Excellent oral communication, Excellent written communication, Organized, Team player, Ability to multitask

Benefits

Health benefits: Dental plan, Disability benefits, Health care plan

Other benefits: Wellness program

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