

## **CAMBRIDGE LLP requires a Permanent full-Time Receptionist**

**Location:** Elliot Lake, ON – ELNOS Building

**Job Details:** Salary commensurate with experience  
Benefits available after successful completion of Probation

**Commences:** May 1, 2024

### ***Job Description***

- Answering and directing incoming calls
- Create and maintain files
- Provide administrative support to Legal Staff
- Exercise utmost discretion and confidentiality
- Printing, scanning, faxing and filing of documents as required
- Use software programs and other tools or equipment with ease and efficiency and,
- Provide other duties as required.

### **Overview:**

- Strong preference will be given to those with experience in the legal field such as; Law Clerk, Legal Assistant.
- High school graduate with a good grasp of Math and English (including spelling, grammar and punctuation).
- Knowledgeable and proficient use of personal computer.
- Ability to perform secretarial and clerical duties with deliberate speed and accuracy without immediate and constant supervision.
- Ability to exercise good judgment in recognizing scope of authority and protecting confidential information is a must.
- Ability work under pressure
- Fluency in English essential, additional fluency in French an asset

**Personal Suitability:** Client focus. Effective interpersonal skills. Excellent oral communication. Excellent written communication. Flexibility. Initiative. Judgement. Team player.

**Accepting applications until April 19, 2024.**

HOW TO APPLY: Submit resume to [lthomas@cambridgellp.com](mailto:lthomas@cambridgellp.com)