

March 20, 2022 – Job post

Job: Administrative Support and Coordination

Roggemann Immigration Law, Kitchen's premier law office helping newcomers to call Canada their home, is seeking a talented Administrative Support individual to join our dynamic team. The person in this position must be friendly and genuinely interested in helping the diverse needs of our clients, as well as becoming an important part of our team and the work we do.

You will be working with a variety of clients and staff throughout your work day, building relationships, and being appreciated for the help that you and the team can provide. Each day will be a little different from the last. The job involves a changing mix of administrative work that requires a constant focus on the detail and helping the team to move our client's cases forward. You will be the kind of person who enjoys working at a faster than average pace, and who takes pride in working efficiently with established policies, guidelines, and procedures. As important, you are able to complete work on time and correctly.

Does this sound like you? If so, this may be the role you have been looking for!

In addition to the above, we ask that candidates consider these other job requirements:

- Minimum 2 years of administrative experience
- Minimum 1 year of post-secondary education, diploma or certificate in administration, or equivalent
- Minimum 2 years experience with computer-based business or legal applications
- Preference given to experience in a legal or professional office
- Proficiency with Microsoft Office applications including Outlook, Word, and Excel
- Second language is an asset
- Knowledge of TimeMatter or PCLaw is an asset

Location of work: Kitchener, Ontario

Closing Date – Not determinative