



## **JOB POSTING**

OPPORTUNITY      OPPORTUNITY      OPPORTUNITY

### **Position:**

Resource Assistant (Floater) - Positions available in both Corporate and Litigation Departments

**Reports To:** Director of Human Resources

### **Essential Duties and Responsibilities:**

Performs all the job responsibilities of a legal assistant working with a lawyer in your area of experience in either corporate or litigation not both.

Covers the legal assistant's absences (vacation and sick days) performing all of their regular responsibilities.

Any other duties as assigned by the Human Resources Department such as project work and assisting legal assistants.

### **Competencies:**

Excellent verbal and written communication skills

Advanced technical skills and the ability to draft documents are essential

Exceptional organizational skills and professionalism

Detail-oriented and able to follow direction/instruction with minimum supervision

Dependability and flexibility

Ability to multi-task

### **Education/Experience:**

Legal Assistant Diploma/Certificate from a recognized institution.

The ideal candidate will be fully conversant with the litigation or corporate processes and have a minimum of three years experience in a law firm.

### **Application Deadline:**

January 31, 2012

### **Interested applicants should forward resume to:**

Mary Tosine

Director of Human Resources

[mtosine@bdplaw.com](mailto:mtosine@bdplaw.com)