



JOB POSTING

OPPORTUNITY OPPORTUNITY OPPORTUNITY

Position:

Part-Time Word Processing Operator

Reports To:

Human Resources Generalist

Essential Duties and Responsibilities:

- Produce quality documents in a timely fashion utilizing Microsoft Office Suite products, in house programs and company standards
- Ability to prioritize jobs to ensure timelines are met
- Initiate contacts with Lawyers and Legal Assistants to clarify job instructions if necessary
- Document transcription (digital and analogue)
- Proofreading documents for accuracy and composition
- Document comparisons using enhanced systems
- Assisting with other tasks and/or special projects on occasion

Competencies:

- Excellent customer service skills
- Detail-oriented
- Excellent communication skills
- Strong organizational and time management skills
- The ability to work effectively as a team player

Education/Experience:

- Proficiency in Microsoft office
- The successful candidate will have a flexible attitude, work well under pressure and have a willingness to learn
- Legal background and/or experience in a law firm or other professional services environment would be considered an asset

Interested applicants should forward resume to:

Alysha Michiels

Human Resources Generalist

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