



Office Administrator – Full-Time or Part-Time (2 + Years Experience)

Paquette & Associates is a growing and dynamic firm. We offer a collegial and forward-thinking workplace. We are dedicated to providing exceptional legal services while maintaining a collaborative and professional work environment. Our firm offers a competitive salary, benefits, and promotes work life balance with schedule flexibility.

We are seeking a motivated, detail-oriented, highly organized Office Administrator who will have a key role in improving workflow efficiency and enhancing client experience. Our Office Administrator will support lawyers and staff in various legal tasks and office administration.

Responsibilities

- Managing the daily operations and administration of the firm
- Assist with recruitment, orientation, and onboarding of new employees
- Oversee personnel records, payroll, benefits administration
- General financial administration including supporting bookkeeping services, preparing annual and monthly reports, client billing, handling accounts payable and receivable and tracking expenses
- Maintain and coordinate firm calendars, meetings, assist with scheduling and travel arrangements
- Implement and update firm policies and procedures, internal forms, templates, administrative tools and generally enhance proficiency
- Oversee and manage all aspects of law firm's administrative functions, including office supplies, services, equipment and maintaining filing systems
- Assist with correspondence for the office including emails, letters, mail, and telephone calls as required
- Liaise with vendors as required
- And other duties as may be reasonably assigned

Required Skills

- Strong organizational and time management skills and ability to prioritize tasks and meet deadlines
- Attention to detail and accuracy in all aspects of work
- Proficiency in Microsoft Office and knowledge of legal practice management software
- Excellent verbal and written communication skills
- Ability to maintain confidentiality and handle sensitive information with integrity and in compliance with legislation

- Flexibility and adaptability to multitask, handle a fast-paced work environment and respond to changing priorities

Required Qualifications

- Bachelor's degree in business administration, management, or related field or equivalent experience
- Previous experience in a law firm administration or a similar role in a legal environment
- Familiarity with financial management and accounting practices.
- Experience in human resources management, including recruitment, employee relations and performance management
- Strong understanding of technology systems and software relevant to law firm operations

If you are interested in working with our firm, please send a cover letter and resume to the attention of: Rachael M. Paquette at rachael@paquettelaw.ca. References may be required.

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. Any applications received will be kept strictly confidential.

***Those interested in working as a Legal Assistant/Law Clerk and Office Administrator are encouraged to apply.**

 807-633-3358

 www.paquettelaw.ca

 info@paquettelaw.ca

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