

Legal assistant – 12 Weeks Youth Internship Program

Eligible for internship if you:

- are a Canadian citizen or a permanent resident, or a protected person as defined by the Immigration and Refugee Protection Act
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- have benchmark level 5 and up
- are a college or university graduate;

Preparing and keying in correspondence and legal documents, such as wills, affidavits and briefs, from handwritten copy using computers.

- Reviewing and proofreading documents and correspondence to ensure agreement with legal procedures and compliance with the Law Society of Manitoba.
- Arranging appointments, meetings and conferences with clients and other professional colleagues.
- Setting up and maintaining filing systems and handling confidential materials and documents.
- Opening and distributing regular and electronic incoming mail and other material and coordinating the flow of information internally with other employees.
- Regulating and establishing office procedures and routines.
- Performing other general office work as required.

Please send your resume to sarshad@successcentre.ca