



## **Legal Assistant Required for Yellowknife Law Firm**

Olthuis Kleer Townshend LLP is a firm of 27 lawyers working for Indigenous clients across Canada with offices in Yellowknife and Toronto. We are looking for a full-time assistant to join us in our Yellowknife Office. You do not need to have a legal background, though that would be helpful.

The assistant's duties include:

- receptionist duties
- supporting the lawyers in the office with respect to
  - photocopying and scanning documents
  - drafting and sending correspondence
  - assisting with travel arrangements
  - delivering and picking up documents
  - managing lawyers' calendars
- assisting in office management such as ordering office supplies, arranging and hosting client meetings, IT/Internet troubleshooting and communications with Internet and phone providers for the Yellowknife office
- managing incoming and outgoing mail
- assisting with litigation matters including court/tribunal filings and drafting forms
- communicating with our northern Indigenous clients

What you need:

- good interpersonal skills
- good computer skills (preferably experience with Office 2010; Windows 7, Excel, Powerpoint)
- the ability to prioritize work and complete it in a timely manner
- attention to detail
- good writing and conversational skills
- knowledge of and experience working with northern Indigenous Nations and their members
- ability to converse in one of the Dene languages is an asset
- ability, or willingness to learn, to use Dene orthography is an asset

We offer a competitive salary and benefits, including a northern allowance. Our office environment is more casual than most and we pride ourselves on collegiality and our work for social justice. The anticipated start date is October 2, 2017.

If you are bright, capable of handling a wide variety of duties, and want to work where you can apply your good communication skills in working with lawyers and Indigenous clients on interesting matters:

**Please send your resume and covering letter by email to:**

**Magnolia Unka-Wool**

**([munka-wool@oktlaw.com](mailto:munka-wool@oktlaw.com))**

**by no later than August 11, 2017**