

OLTHUIS KLEER  
TOWNSHEND - LLP

Olthuis Kler Townshend LLP is a firm of 33 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.

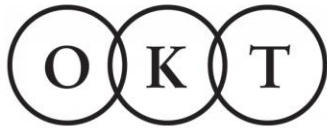
The assistant's duties include:

- 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 365 and Windows 10)
- the ability to prioritize work and complete it in a timely manner
- attention to detail
- good writing and conversational skills
- familiarity with court registries
- 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.



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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:**

**Naim Hassin**

**NHassin@oktlaw.com**