



Bennett Jones LLP is a top tier, full service national law firm with offices in Calgary, Toronto, Edmonton and Ottawa. Bennett Jones has been named one of the top 50 employers in Canada by Report on Business Magazine/Hewitt Associates for eight consecutive years, ranking 4th overall in 2010.

We are currently recruiting for the following role in our Edmonton office:

Assistant, Corporate

ESSENTIAL FUNCTIONS:

Responsible for clerical, administrative and general office duties, including:

- preparation of legal documents
- drafting letters
- document organization
- maintaining records and filings
- maintaining an up-to-date file and diary system
- building a positive rapport with clients

QUALIFICATIONS:

- Highly organized
- Able to prioritize work
- Excellent attention to detail
- Self-motivated
- Responds to everyday tasks with little supervision
- Maintains professionalism, confidentiality and discretion
- A strong team player; demonstration of a positive work ethic
- Ability to multi-task and handle a fast-paced work environment
- Excellent verbal and written communication skills
- Technical aptitude for learning various computer programs
- Familiarity with corporate commercial law terminology and procedures an asset

HOW TO APPLY:

Interested applicants are to apply in writing to:

Human Resources
Bennett Jones Services Limited Partnership
1000 ATCO Centre
10035 105 Street
Edmonton Alberta
T5J 3T2 Canada

Fax: 780.421.7951

E-mail: hrdeptedm@bennettjones.com

We would like to thank all candidates in advance, but only those applicants selected for an interview will be contacted. Please note that relatives of current employees are not eligible for consideration.