



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

Assistant, Indigenous Law Group

Job ID	4B-85-9C-2E-CD-FD	
Web Address	https://careers.indigenous.link/viewjob?jobname=4B-85-9C-2E-CD-FD	
Company	Gowling WLG	
Location	Ottawa, Ontario	
Date Posted	From: 2019-08-30	To: 2020-02-26
Job	Type: Full-time	Category: Law
Languages	Indigenous Languages, English, French	

Description

ABOUT GOWLING WLG

At Gowling WLG, our dedication to excellence and quality service begins with our people. As a global law firm with offices across Canada, the U.K., Europe, the Middle East and Asia, we pride ourselves on sourcing and retaining top talent who bring energy, passion and commitment to the delivery of outstanding client service.

When it comes to diversity, we not only accept it – we celebrate it, support it and thrive on it. To create an engaging and rewarding place to work, we seek to attract talented people from a diverse range of backgrounds and cultures. Our aim is to help everyone reach their full potential and achieve their personal and professional goals.

Employee satisfaction is important to us. We work hard to ensure that our people are motivated, engaged and empowered. Our diverse group of legal professionals, law students, law clerks/paralegals, legal administrative assistants and business support staff work together as a team, and are respected and valued for their individual contributions.

PROFILE

Working within our Ottawa office, the successful candidate will perform clerical and administrative work of a responsible and confidential nature for the Indigenous Law Group. This is a contract position ending February 2022.

RESPONSIBILITIES

- Assists with file management for Indigenous clients.
- Performing records and data management functions, including data capture, entry, analysis and maintenance.
- Performing file management functions, including organizing, managing and maintaining files.
- Responding to a high volume of phone calls and client requests, and actioning requests for information.
- Scanning and shredding documents of a confidential nature.
- Coordinating, distributing and collating relevant documentation when required.
- Opening and closing electronic files, updating data, management of paper files and monitoring and triaging centralized communications on administrative issues.
- Liaising with practice group members and assisting with any other administrative or data issues as required.
- Packing, moving, lifting and carrying boxes of files and other items up to 20lbs.

QUALIFICATIONS

- Post-secondary education with a diploma in Business or Administration.
- 1-3 years' relevant experience, particularly working for an Indigenous organization an asset.
- Previous project management experience an asset.
- Familiarity with Indigenous languages, culture and territories is an asset. Ability to speak French or Indigenous languages fluently is preferred.
- High level of cultural competence, including experience working with residential schools an asset.
- Ability to work in a high stress environment (exposure to difficult situations).
- Fast and accurate keyboarding/data-entry skills.
- Knowledge of electronic document management systems an asset.
- Ability to effectively handle large volumes of work and adapt to new processes.
- Ability to effectively handle large call volumes.
- Ability to communicate effectively with other Firm members, with the aptitude to take care of clients' needs in a

professional and courteous manner while maintaining strict confidentiality.

â€¢ Capacity to work independently, as well as actively participate in and support a team.

â€¢ Ability to perform basic analytical work, using judgment and knowledge of processes and procedures covering the work to resolve problems.

â€¢ Produce a high quality and quantity of work product, occasionally under tight timelines.

â€¢ Able to prioritize and to redefine priorities when necessary.

â€¢ Handle stress in a business-like manner.

â€¢ Effective organizational skills and excellent attention to detail.

â€¢ Knowledge of Microsoft Office Suite required. Knowledge of ScanSnap an asset.

â€¢ Must be able to commit to a contract position ending February 2022.

Gowling WLG is proud to offer equal employment opportunities.

If you have a disability or special need that requires accommodation at any time during the recruitment process, please let us know.

While we appreciate all applications received, only those candidates selected for an interview will be contacted.

How to Apply

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=44e55e56-7ae1-4f8f-a30a-ce7af37c1ae6&cclid=1229255980_366&type=JS&lang=en_CA