



# 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.Link's 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  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Support Services Clerk

<b>Job ID</b>	<b>4C-10-34-33-8D-04</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=4C-10-34-33-8D-04">https://careers.indigenous.link/viewjob?jobname=4C-10-34-33-8D-04</a>	
<b>Company</b>	Gowling WLG	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2021-04-28	To: 2021-10-25
<b>Job</b>	Type: Full-time	Category: Law
<b>Languages</b>	English Required, With Knowledge Of French Or Indigenous Languages An Asset	

### Description

Support Services Clerk â€” Indigenous Law Group

#### 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 â€” 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 officeâ€™s Indigenous law practice group, the Support Services Clerk will perform clerical and administrative work of a responsible and confidential nature, working directly with clients as a representative of the Firm. This is a contract position ending in July 2022.

#### RESPONSIBILITIES

Working with Indigenous law practice group and associated functional areas for purpose of supporting the completion of class action claims for compensation and managing associated tasks and information.

Working with clients, primarily through phone calls, to assist and advise on processes and questions related to the class action claims process. Responding to a high volume of phone calls and client requests, and actioning requests for information.

Identifying and escalating issues requiring further investigation to legal professionals, within established guidelines and procedures.

Performing records and data management functions, including data capture, entry, analysis and maintenance, utilizing customized software and technology

Performing file management functions, including organizing, managing and maintaining files.

Scanning and shredding documents of a confidential nature.

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.

Ability to travel for business purposes as required.

#### QUALIFICATIONS

Post-secondary education with a diploma in Business or Administration as well as a minimum of 3 yearsâ€™ relevant experience.

Previous project management experience an asset.

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 clientsâ€™ needs in a professional and courteous manner while maintaining strict confidentiality.

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

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

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

Able to prioritize and to redefine priorities when necessary.

Handle stress in a business-like manner.

Effective organizational skills and excellent attention to detail.

Knowledge of Microsoft Office Suite required. Knowledge of ScanSnap an asset.

Knowledge of French/Indigenous languages is an asset.

Experience working with Indigenous organizations or populations is an asset.

Must be able to commit to a contract position ending July 2022.

### How to Apply

Click Apply Now!

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.