



# 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  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

## Legal Assistant

<b>Job ID</b>	<b>A0-EC-7B-9E-0F-C7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A0-EC-7B-9E-0F-C7">https://careers.indigenous.link/viewjob?jobname=A0-EC-7B-9E-0F-C7</a>	
<b>Company</b>	Deepak Chodha DBA CGM Lawyers	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2022-01-28	To: 2022-07-27
<b>Job</b>	Type: Full-time	Category: Law
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$28.00 / hour 40.00 hours / week	
<b>Languages</b>	English	

### Description

Location-6325 Fraser Street suite 200

Vancouver, BC V5W 3A3

Vacancies-2

Terms of employment-Permanent employment, Full time

Job requirements

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Personal Suitability

Team player, Excellent oral communication, Excellent written communication

Additional Skills

Schedule and confirm appointments, Maintain filing system

Area of Work Experience

Contracts, Correspondence, Reports and records, Invoices, Civil litigation

Specific Skills

Record and prepare minutes of court sessions, meetings or conferences, Determine and establish office procedures and routines, Arrange travel, related itineraries and make reservations, Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage, Prepare and key in correspondence and legal documents, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Work Setting

General law practice.

Who can apply to this job

Only apply to this job if:

You are a Canadian citizen or a permanent resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application

### How to Apply

By email

[admin@cgmlawyers.ca](mailto:admin@cgmlawyers.ca)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/01

## Legal Assistant

<b>Job ID</b>	<b>7CF82B93B1F66</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=7CF82B93B1F66">http://NewCanadianWorker.ca/viewjob?jobname=7CF82B93B1F66</a>	
<b>Company</b>	Deepak Chodha DBA CGM Lawyers	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2022-01-28	To: 2022-07-27
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/01

## Legal Assistant

<b>Job ID</b>	<b>78065550FBE15</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=78065550FBE15">http://NoExperienceNeeded.ca/viewjob?jobname=78065550FBE15</a>	
<b>Company</b>	Deepak Chodha DBA CGM Lawyers	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2022-01-28	To: 2022-07-27
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