



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
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: 2024/05/04

Legal Assistant - Criminal Law

Job ID	AA-09-04-8A-DE-C2	
Web Address	https://careers.indigenous.link/viewjob?jobname=AA-09-04-8A-DE-C2	
Company	Aitken Robertson Professional Corporation	
Location	Belleville, Ontario	
Date Posted	From: 2021-11-20	To: 2022-05-19
Job	Type: Full-time	Category: Law
Job Start Date	As soon as possible	
Job Salary	\$23.00 / hour 37.5 hours / week	
Languages	English	

Description

Location: 199 Front Street suite 201
Belleville, ON, K8N 5H5
Vacancies: 1 vacancy
Employment groups: Indigenous people, Newcomers to Canada
Terms of employment: Permanent employment, Full time
Employment conditions: Working hours from 08:30 to 17:00

Experience

1 year to less than 2 years

Education Requirements

College/CEGEP

Essential Skills

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

Work Environment

Criminal law
Work Conditions and Physical Capabilities
Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail, Large caseload

Additional Skills

Schedule and confirm appointments, Maintain filing system

Other

Transportation/Travel Information
Valid driver's licence, Own vehicle
Personal Suitability
Team player, Client focus, Effective interpersonal skills, Reliability, Accurate, Excellent oral communication, Excellent written communication, Organized, Dependability
Area of Work Experience
Invoices, Reports and records, Correspondence, Charts, tables, graphs and diagrams
Business Equipment and Computer Applications
MS Word, Electronic mail, MS Excel, MS PowerPoint, MS Outlook, MS Windows

How to Apply

By email
richard.aitken@fightthecharges.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

Legal Assistant - Criminal Law

Job ID	FE83C4C096509
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=FE83C4C096509
Company	Aitken Robertson Professional Corporation
Location	Belleville, Ontario
Date Posted	From: 2021-11-20 To: 2022-05-19
Job	Type: Full-time Category: Law
Job Start Date	As soon as possible
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Job Board Posting

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

Date Printed: 2024/05/04

Legal Assistant - Criminal Law

Job ID	D3E0C462D8983
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=D3E0C462D8983
Company	Aitken Robertson Professional Corporation
Location	Belleville, Ontario
Date Posted	From: 2021-11-20 To: 2022-05-19
Job	Type: Full-time Category: Law
Job Start Date	As soon as possible
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Languages	English

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