



# 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: 2024/05/04

## Legal Assistant - Criminal Law

<b>Job ID</b>	<b>AA-09-04-8A-DE-C2</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=AA-09-04-8A-DE-C2">https://careers.indigenous.link/viewjob?jobname=AA-09-04-8A-DE-C2</a>	
<b>Company</b>	Aitken Robertson Professional Corporation	
<b>Location</b>	Belleville, Ontario	
<b>Date Posted</b>	From: 2021-11-20	To: 2022-05-19
<b>Job</b>	Type: Full-time	Category: Law
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$23.00 / hour 37.5 hours / week	
<b>Languages</b>	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](mailto:richard.aitken@fightthecharges.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

## Legal Assistant - Criminal Law

<b>Job ID</b>	<b>FE83C4C096509</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=FE83C4C096509">http://NewCanadianWorker.ca/viewjob?jobname=FE83C4C096509</a>	
<b>Company</b>	Aitken Robertson Professional Corporation	
<b>Location</b>	Belleville, Ontario	
<b>Date Posted</b>	From: 2021-11-20	To: 2022-05-19
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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

<b>Job ID</b>	<b>D3E0C462D8983</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=D3E0C462D8983">http://NoExperienceNeeded.ca/viewjob?jobname=D3E0C462D8983</a>	
<b>Company</b>	Aitken Robertson Professional Corporation	
<b>Location</b>	Belleville, Ontario	
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