



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

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Document Specialist (Remote)

Job ID	C6-AC-BC-B3-C6-49	
Web Address	https://careers.indigenous.link/viewjob?jobname=C6-AC-BC-B3-C6-49	
Company	McCarthy Tetrault	
Location	Montreal-Toronto-Calgary-Vancouver, Across Canada	
Date Posted	From: 2022-10-24	To: 2022-12-23
Job	Type: Full-time	Category: Law
Languages	English - French	

Description

Shift:

Monday to Friday 6:00 PM to 2:00 AM EST

As a Document Specialist, you will be:

Providing firm-wide document support, using your advanced skills in Microsoft Office (Word, Excel, PowerPoint, and Visio), by:

- Creating various legal and other documents through copy typing, transcription, scanning or other methods.
- Converting styles, performing mail merges, inserting media into presentations, creating tables, working with graphs and objects.
- Proofreading and checking documents for appropriate formatting, spelling, grammar, and sense/clarity.
- Correcting document corruption, document version comparisons and checking for accurate revisions.
- Responding promptly to requests, meeting deadlines, and working cooperatively with other departments and individuals within the Firm.
- Managing the intake process of all document production requests and document support requests which includes prioritizing and coordinating work for completion.
- Applying word processing expertise to be able to work on complex legal and other documents.

Experience

As our ideal candidate, you will have:

- Advanced-level technical skills in MS Office (Excel, Outlook, PowerPoint, and Word).
- Strong written and oral communication skills in English.
- Strong attention to detail and superior word processing, spelling, proofreading and editing skills.
- Excellent interpersonal skills and telephone etiquette.
- Knowledge of legal terminology, documents, and procedures are an asset.
- Transcription experience is an asset.

How to Apply

Click "Apply Now"

We invite you to submit your application to careers@mccarthy.ca. We thank all applicants for their interest in McCarthy Tetrault; however, only chosen applicants will be contacted. We regret that we are unable to respond to individual inquiries about application status. McCarthy Tetrault is an equal opportunity employer that fosters an inclusive, equitable, and accessible environment. Please notify us if you require accommodation at any time during the recruitment process.