

LEGAL RECEPTIONIST / LEGAL ADMINISTRATIVE ASSISTANT OVERFLOW (TORONTO)

Alexander Holburn Beaudin + Lang LLP is a leading national firm dedicated to providing a full range of business, litigation, and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice while maintaining the close relationships and culture of a smaller firm.

We are currently seeking a Legal Receptionist/Legal Administrative Assistant Overflow to join our Toronto team. Candidates must be able to work well both independently and within a team environment. This role requires working in our Toronto office 5 days a week between 8:00am and 4:00pm. If you are an organized, detail-oriented individual who demonstrates strong communication skills and professionalism while working with both staff and clients, we want to hear from you.

Responsibilities:

- Managing incoming and outgoing mail and couriers.
- Maintaining office premises, including the kitchen and boardrooms.
- Providing overflow support to Legal Administrative Assistants and Paralegals/Clerks.
- Processing file opening and closing.
- Assisting with the monthly and quarterly billing process.
- File management, including organizing and managing documents.
- Other administrative responsibilities as requested.

Qualifications:

- Graduate of an accredited Legal Administrative Assistant program.
- Proficient in Microsoft Office.
- A friendly and professional demeanor with outstanding customer service skills.
- Strong time-management skills.
- Excellent attention to detail and organizational skills.
- Ability to prioritize work, multitask, and meet deadlines.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality with client information.

Compensation:

AHBL offers a competitive salary ranging from \$45,000 to \$60,000, and we also offer a variety of benefits, including:

- A health and dental plan, an Employee Assistance Program (EAP) after successful completion of the probationary period, and a matching RRSP Program after one year of employment with the firm.
- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day.

- Lifestyle Benefit: a wellness spending allowance for fitness reimbursement for memberships, gym equipment, and other health expenses.
- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement policy provides an opportunity for our staff to expand their skills and knowledge.
- Fun Environment: annual year-end party, staff appreciation week, and many other social events.

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hinfo@ahbl.ca.