

OFFICE COORDINATOR/ADMINISTRATIVE ASSISTANT

Salary: \$45,000–\$55,000 (commensurate with experience)

Benefits: Dental and health benefits, paid vacation, paid Christmas break (Dec 24–Jan 1), 5 paid medical leave days per year

ABOUT US

We are a small, dynamic boutique law firm committed to exceptional client service and a collaborative work environment. We are currently seeking an energetic, organized, and experienced bilingual Administrative Assistant to support our growing practice. This role is ideal for someone who thrives in a fast-paced environment, enjoys variety in their work, and is eager to contribute to the smooth and efficient operation of a legal office.

KEY RESPONSIBILITIES

In this position, you will play an integral role in daily firm operations, including:

- Providing administrative support to law clerks and the lawyer
- Managing file opening, file closing, invoicing, and accounts payable
- Assisting in wills and estates files
- Supporting real estate transactions
- Overseeing receptionist duties and general office administration
- Ensuring proper digitization and organization of files
- Performing light bookkeeping tasks
- Helping us continually improve internal procedures

WHAT WE'RE LOOKING FOR

We hope you will bring:

- Experience in office administrative work, including some bookkeeping
- Strong proficiency with Microsoft Word, Excel, and Adobe
- Bonus points for familiarity with Unity Accounting (ESI Law) and RealtiWeb (LawyerDoneDeal)
- Excellent organizational skills and attention to detail
- A proactive mindset and a desire to help systems and workflows run more smoothly
- A love of feedback—both giving and receiving!
- Bilingualism (English/French) is required
- A valid driver's license is required and access to your own vehicle

WHY JOIN US

- Competitive salary (\$45,000–\$55,000)
- Health benefits
- Paid vacation
- Paid office closure between Christmas and New Year
- 5 paid medical leave days per year
- Office team building activities (i.e. spa, escape room, team outings, etc.)
- A supportive, professional environment where your contributions are valued

HOW TO APPLY

If this sounds like the right opportunity for you, we would love to hear from you! Please send your cover letter and CV to Kim Lanthier at kim@reitanolaw.ca no later than December 7, 2025.

Thank you for considering a position with our firm. We truly value your time and interest.