



RECEPTIONIST/ADMINISTRATIVE ASSISTANT

McEwan Law – Trail, B.C.

\$22-\$25/hour

Full Time

McEwan Law is seeking a full-time receptionist/administrative assistant to work at our Trail office.

Responsibilities will include greeting clients, answering telephones and directing calls, taking payments, managing incoming and outgoing mail and deliveries, running errands, and other administrative tasks.

Responsibilities will also include daily bookkeeping duties on an occasional basis.

This is an in office, full-time position.

Qualifications:

- Strong organizational skills;
- Excellent interpersonal and communication skills (both written and verbal);
- Strong computer skills;
- Commitment to confidentiality; and
- Bookkeeping experience is an asset.

Applicants must have the right to be employed in Canada.

Interested candidates are invited to apply to careers@mcewanlawco.com.