

Legal Administrative Assitant

Verge Immigration Services Inc.

Job ID

39273

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LOCATION	DATE POSTED	EXPIRY DATE	
325-330 ST. MARY AVENUE, WINNIPEG, MB, CANADA, R3C 3Z5 Winnipeg, Manitoba, WINNIPEG, MB Manitoba	02-03-2026	29-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 26.0	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Experience and specialization

Computer and technology knowledge

MS Office

Quick Books

Electronic mail

Adobe Acrobat Reader

Area of work experience

Correspondence

Invoices

Management

Additional information

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities

Fast-paced environment

Tight deadlines

Attention to detail

Large caseload

Personal suitability

Client focus

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized

Reliability

Team player

Benefits

Financial benefits

Bonus

Other benefits

Deferred Profit Sharing Plan (DPSP)

Job Description

Responsibilities

Tasks

Open and distribute regular and electronic incoming mail and other material

Schedule and confirm appointments

Train staff

Maintain filing system

Prepare and key in correspondence and legal documents

Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage

Supervision

3-4 people

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