

Legal Assistant

Nanda & Associate Lawyers PC

Job ID

39414

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/39414>

LOCATION	DATE POSTED	EXPIRY DATE	
901-5770 Hurontario Street, Mississauga, ON Ontario	18-03-2026	14-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$37.00 /hour	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

Nanda & Associate Lawyers is a growing law firm based in Mississauga seeking a Legal Assistant to join our team.

Responsibilities / Tasks

- Coordinate the flow of information
- Open and distribute regular and electronic incoming mail and other material
- Schedule and confirm appointments
- Supervise staff
- Train staff
- Maintain filing system
- Record and prepare minutes of court sessions, meetings or conferences
- Determine and establish office procedures and routines
- Arrange travel, related itineraries and make reservations
- Prepare financial statements and reports
- Prepare and key in correspondence and legal documents
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage

Job Description

Required Experience/Skills/Qualifications:

- Highly organized with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Strong client service and interpersonal skills.
- Ability to work independently and collaboratively within a team environment.
- Ability to manage multiple files and deadlines simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

- Experience working with legal document management systems is an asset.
- Ability to handle confidential information with discretion.
- Strong organizational, analytical, and problem-solving skills.
- Education : College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- Experience :1 year to less than 2 years
- On site :Work must be completed at the physical location. There is no option to work remotely.

What We Offer

- Competitive pay: \$37.00 per hour
- Dental plan, Health care plan, Vision care benefits
- Paid time off
- Company events
- On-site parking

Job Details

Job Type: Full-time

Location: Mississauga, ON (In-person)

How to Apply

Interested candidates are invited to submit:

- Resume
- Brief cover letter outlining relevant experience

? Email: nandaassociatelaw@outlook.com

All applications will be kept strictly confidential.

Who can apply to this job?

- Only apply to this job if:
 - o You are a Canadian citizen, a permanent or a temporary resident of Canada.
 - o You have a valid Canadian work permit.
 - o If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

Employment groups Help - Employment groups

- This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Support for newcomers and refugees