
The Opportunity: Receptionist

We are seeking a receptionist to serve as the first point of contact for our law office, delivering excellent customer service with a helpful, positive attitude. You will:

- » Greet clients and direct calls with a professional and courteous manner
- » Coordinate incoming and outbound mail and deliveries
- » Maintain Wills Vault database
- » Input transaction data and prepare reports as assigned using LEAP, our practice management system
- » Assist with processing matters for file closing
- » Assist with overflow and other administrative support duties as assigned

The Ideal Candidate

We are looking for someone who:

- » Is reliable, detail-oriented, a quick learner, and able to work independently
- » Shows initiative to assist others and works well in a team environment
- » Possesses strong organizational skills with the ability to prioritize effectively
- » Is comfortable using technology; prior experience with TeamsVoice and Office365 is an asset
- » Has 2-4 years' experience working as a receptionist; prior experience in a law firm is an asset

Why Us?

We are a Winnipeg-based, mid-sized, full-service law firm committed to working collaboratively in providing top quality legal services to a diverse clientele in a down-to-earth and accessible manner. While we embrace complexity and never shy away from a challenge, we treat all of our clients with sensitivity and respect and hold ourselves to the highest standards of professional integrity in all we do.

Join a great team! We have a respectful, collegial environment with a business casual dress code. We offer a competitive salary and an excellent benefits plan. This position is in a newly renovated office space in the Cargill Building on Graham Ave, connected indoors to Winnipeg's Skywalk system. For more information on us go to www.myersfirm.com

Myers is committed to ensuring an inclusive recruitment process to ensure equal opportunity for people with disabilities. Reasonable accommodations are available during the recruitment and selection process upon request.

**To apply, please forward your resume and covering letter to Human Resources,
attention Kara Macdonald, at kmacdonald@myersfirm.com.**