

RUDAVSKY LAW OFFICE

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LEGAL ASSISTANT POSITIONS AVAILABLE

Our Elmira law firm is seeking two full-time Legal Assistants to join our staff. A successful candidate will have a minimum of 1 year experience in Real Estate, Corporate, Wills and Estates, Family law, or Litigation. Interest in multiple areas of law is preferable and post-secondary education in related studies is also preferred. Knowledge of Microsoft Office, Closer or Unity, Divorcemate, and PC Law are essential. Must be able to prioritize and work in a fast-paced environment in person. Excellent communication and interpersonal skills are required. Salary is commensurate with experience and includes a starting base salary of \$33,000.00 to \$36,000.00 per year. Please forward your resume and cover letter with salary expectations to: rudavsky@sentex.net.