

203 Nelson Street, Pembroke, ON K8A 3N1

Reiche Law is an established full-service law firm in Pembroke Ontario, The firm practices primarily in the areas of municipal law, real estate law, wills and estates, corporate law, and civil litigation. We enjoy a high volume of interesting and quality work. Our firm is collegial and supportive.

Our firm is currently recruiting a

**Receptionist**

**Part-time position with approximately 15 to 20 hours per week.**

**Responsibilities**

* Receiving phone and email correspondence and responding or directing to the appropriate party
* Transcribing and preparing legal documents
* Working with legal software, including Soluno, Teraview, Closer, Microsoft Office, and other internet-based web applications
* Liaising with clients, other organizations, and other law offices as needed
* Attending locations off-site for filings and document exchange, including financial institutions, the Pembroke Courthouse, and other law offices
* Providing exceptional customer service to the firm’s clients and potential clients
* Completing general administrative duties including photocopying, shredding, and filing
* Other duties as assigned

**Qualifications**

* Proficient in MS Word and MS Outlook
* High attention to detail
* Able to multi-task
* Must have use of own vehicle
* Able to prioritize tasks and work diligently with minimal supervision

Experience in a law office would be considered an asset but is not a requirement. Pay is to be commensurate with experience.

All inquiries will be kept confidential. Please email rcr@reiche.ca with your interest and inquires. Applications should include a cover letter and updated resume.