

Intermediate/Senior Paralegal or Executive Assistant

Description

A boutique regulatory firm in the downtown core is looking for an experienced Paralegal or Executive Assistant who can assist with their busy and high energy practice.

Regulatory law experience is not required. If you have leadership experience and skills plus you are smart, a fast learner, motivated and have at least 5 years of experience in the legal industry or as an Executive Assistant in a corporate environment, you will be a great fit for this successful firm.

What makes this position exciting is that they offer:

1. Fitness benefits;
2. Mobile phone;
3. Gym membership;
4. Parking; and
5. Great benefits.

Contact us to find out more.

jobs@boostlegalsupport.com

Hiring organization
Boost Legal Support

Employment Type
Full-time

Beginning of employment
Immediate

Job Location
Calgary

Date posted
March 22, 2023