

Office Manager

KMP Law is seeking an experienced office manager. This is an opportunity for a self-motivated individual to manage an established legal office.

The successful candidate will be a professional with strong organizational and interpersonal skills. Applicants will have demonstrated their accounting, computing and managerial skills with an ability to plan and think ahead. They will have an excellent command of the English language as communication is an essential skill for this position.

The position will involve responsibilities which include, but are not limited to:

- Law Society compliance;
- general and trust accounting;
- preparation of financial reports;
- maintaining electronic and paper filing systems;
- managing, leading and directing a team of legal assistants and support staff;
- calendar management and meeting organization;
- effectively communicating with clients, lawyers and other staff members.
- human resources experience and expertise;
- working with the firm's partners with respect to all aspects of the day-to-day operation of a law practice.

We offer a competitive compensation package based on experience and qualifications.

All applicants must be resident in Canada and available for work in Regina, Saskatchewan within 90 days of hiring. All applications will be held in confidence. Only candidates selected for an interview will be contacted.