

Olive Waller Zinkhan & Waller LLP is currently seeking a Legal Assistant to join our corporate law team.

The ideal candidate will have a minimum of 5 years experience as a Legal Assistant and be comfortable working in an active corporate law practice. Very strong word processing skills (advanced knowledge of Microsoft Word) are essential. Corporate records experience and commercial real estate experience would be helpful.

To be successful in this role, you possess:

- 5 or more years experience keeping a busy corporate practice organized;
- Excellent written and verbal communication skills, sound judgment, strong organizational and analytical skills;
- Excellent attention to detail and proofreading skills;
- Ability to work independently, follow instructions with minimal supervision and take initiative to improve efficiencies and meet the needs of the firm and clients;
- Corporate records experience;
- Commercial real estate experience.

We offer a competitive compensation package and the opportunity to do interesting work in a friendly, professional environment.

Please submit your resume in confidence to the contact below. We appreciate the interest of all candidates; however, only those selected for an interview will be contacted.

Olive Waller Zinkhan & Waller LLP
Attention: Cheryl Duke, CPA, CA
1000 – 2002 Victoria Ave, Regina, SK S4P 0R7
Email: cduke@owzw.com
Fax: 306.352.0771