



Ward
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WARD MISCHUK THOMSON LLP IS HIRING

Ward Mischuk Thomson is currently looking to add a temporary Receptionist/Legal Assistant to our growing office. Our office is located in downtown Saskatoon, near beautiful Spadina Crescent and a number of other amenities. We are a busy general practice firm with lawyers practicing in diverse areas including real estate, civil litigation and criminal law.

The ideal candidate will have 2-3 years of experience and will have obtained their legal assistant diploma. A combination of education and work experience will also be considered. Preference will be given to those candidates with experience in real estate, criminal law, family law, wills and estates and civil litigation. The ideal candidate will have a strong work ethic, attention to detail, time management and organizational skills, problem solving skills and excellent communication skills. Bookkeeping and accounting software experience will be considered an asset.

The term will be from April 28, 2025, to June 30, 2025. Salary will vary depending on the qualifications and experience of the successful candidate. The position includes a dedicated parking spot at no charge to the employee.

To apply, please forward your cover letter and resume to: Attention: Tanya Schurko, Office Manager, tanyas@wmtlaw.ca, Ward Mischuk Thomson LLP, Barristers and Solicitors, #403, 402 21st Street East, Saskatoon, Saskatchewan, S7K 0C3.

This position will be posted until staffed. Applicants will be screened and interviewed as applications are received.