## LAW SOCIETY OF PRINCE EDWARD ISLAND

## ADMINISTRATIVE ASSISTANT

The **Law Society of Prince Edward Island** is seeking an Administrative Assistant. Reporting to the Secretary-Treasurer of the Law Society, the Administrative Assistant provides administrative support as required to ensure the smooth daily operations of the office, while maintaining a high level of professionalism in a confidential and busy environment.

Duties include: general office functions; answering telephone calls and emails; preparing correspondence; providing information to the public, members of the Law Society, the judiciary, volunteers and law students; scheduling meetings and arranging catering; maintaining filing systems; ordering office supplies and equipment repair; preparing and assembling documents for meetings and training sessions; attending to banking and mail duties; light errands; and other tasks as may be assigned.

The successful candidate will possess:

- well-developed organizational skills, problem solving ability and sound judgment;
- the ability to multi-task and prioritize;
- excellent verbal and written communication ability;
- strong customer service skills;
- initiative and self-motivation;
- the desire to work in a small team environment;
- a diploma in office administration with at least 3-5 years of administrative assistant experience;
- proficiency in word processing, databases, spreadsheet programs and e-mail.

The **deadline** for applications is <u>March 24, 2017</u>. Please reply with details of education, training, experience and personal data in confidence to:

Search Committee Law Society of Prince Edward Island 49 Water St. PO Box 128 Charlottetown, PEI C1A 7K2 Fax: (902) 368-7557 E-mail: lawsociety@lspei.pe.ca

Please note that only those candidates being selected for an interview will be contacted.