



**Position: Legal Administrative Assistant (Wills & Estates)**

**Are you looking to work with a collaborative, innovative, and highly effective team? If so, we would love to hear from you!**

**Who We Are:**

We are a dynamic, full-service law firm with a team of over 30 dedicated lawyers. Our mission is to deliver exceptional legal services while fostering success, not only in legal matters but in life. At the heart of our culture is inclusivity, authenticity, and a celebration of diversity.

For more than 30 years, we have provided compassionate, intelligent, and thoughtful advice grounded in integrity. This commitment has earned us a reputation for building strong, long-term relationships with our clients. Our dedication extends beyond client service, it shapes how we support our team members and engage with the communities we are proud to serve.

**The Role:**

We are looking for a highly organized and detail-oriented Legal Administrative Assistant to join our Wills & Estates team. In this client-focused and collaborative role, you will be an integral part of a supportive and collegial group dedicated to delivering exceptional service. With strong systems and resources in place, you'll have everything you need to succeed and make a meaningful impact.

**Type:** Regular, Full-Time, Open Vacancy  
**Location:** Ottawa, Ontario  
**Experience:** 1+ years of experience

**KEY RESPONSIBILITIES**

The successful candidate will support our growing Wills & Estates practice by assuming the following responsibilities:

*General Administrative Support:*

- Provide administrative assistance to lawyers and law clerks, managing daily office tasks and ensuring smooth operation of the practice group;
- Complete conflict searches for the practice group and liaise with the requestor and/or responsible lawyer to manage results;
- Complete daily, or as-needed, Will retrievals and deposits and maintain the practice group's Wills list;
- Open client files;
- Send/receive couriers for the practice group, get documents ready for pick-up, prepare client acknowledgements, etc.;

- Attend, on an as-needed basis, as a witness for sign-ups;
- Act as a back-up for the preparation of practice group meeting Minutes;
- Review the County of Carleton Law Association “Will Notices” and search internal database for matches and records;
- Assist with data entry, copying, printing, scanning and binding documents;
- Assist in scheduling conferences, internal team discussions, and group CLE/CPDs;

*Client Interaction and Communication:*

- Serve as a point of contact for potential clients (cold calls), answering procedural questions, and sending client intakes and quotes;
- Prepare and manage client retainer agreements;
- Coordinate communication between clients, external parties (e.g., courts, government agencies, outside counsel), and the team;
- Maintain professional relationships with clients, assisting with their needs as they arise;

*Billing and Financial Support:*

- Assist with preparing client billing documents, including time entry, invoicing, sending accounts, answering questions, and accounts receivable for administrative (or “one-off”) matters such as preparing Notarial copies of documents;
- Prepare active file lists for every lawyer in the Wills & Estates group;

*Ad Hoc Administrative Tasks:*

- Provide back-up reception coverage by professionally receiving visitors and clients, transferring calls and messages, and directing traffic throughout the work day;
- Assist with scheduling and hosting (via Zoom and/or Teams) Lunch and Learns, guest speakers, etc.;
- Handle incoming and outgoing mail, deliveries, and office correspondence;
- Provide back-up with placing service calls with building management;
- Support the legal team with ad hoc projects, including special assignments, event planning, and internal communications;
- Perform other administrative duties as required by lawyers or team members;
- Join Firm-wide committees and assist with scheduling and setting up social events, including but not limited to, cake days, potlucks, team-building activities, etc.;
- Schedule departmental CPDs/CLEs, save materials in the designated CPD/CLE folder, and distribute materials to the group and/or attendees, as required, set-up boardrooms, etc.;
- Manage Holiday greeting card lists and coordinate signatures for the practice group;
- Coordinate with the Office & Marketing Manager for practice group-specific events and activities;
- Coordinate bookings and travel for members of the practice group, as-needed; and
- Other duties, as assigned.

**REQUIREMENTS**

*Knowledge & Skills*

- Knowledge of legal terminology, court procedures, and document formats in Ontario, Canada;

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and legal software (e.g., document management systems);
- Excellent written and verbal communication skills;
- Exceptional attention to detail and the ability to manage multiple tasks simultaneously;
- Strong organizational and time-management skills;
- Ability to maintain confidentiality and handle sensitive information with discretion;
- Ability to work both independently and as part of a team in a fast-paced, deadline-driven environment;
- Experience with billing and billing software, preferably in a legal setting;
- Ability to work collaboratively in a workplace with dignity and respect;
- Strong client service orientation, with an understanding of the importance of responsiveness and professionalism;
- Excellent problem-solving abilities and a strong work ethic; and
- Proactive, resourceful, and able to handle a variety of tasks efficiently.

#### ***Education & Work Experience***

- A minimum of post-secondary education in the field (i.e. Law Clerk, Office Administration (legal), or equivalent); and
- The ideal candidate will have at least one year of experience; however, recent graduates of the Office Administration (legal), Law Clerk, or equivalent, are encouraged to apply.

#### ***Other***

- Must be able to work in the office (some remote work may be possible, based on Firm, client, and departmental needs); and
- Being tech-savvy would be a bonus!

#### ***Expected Compensation***

The expected salary for a candidate with 1 year of experience is \$48,000.00. Candidates with more experience will be offered compensation based on their experience and qualifications.

Health benefits are provided, and a retirement plan is available after your first three months of employment.

#### ***Artificial Intelligence***

Mann Lawyers does not use Artificial Intelligence in the screening, assessment, or selection of applicants.

#### ***Applications & Accommodations***

We are committed to creating an inclusive workplace by providing a barrier-free recruitment and selection process. Reasonable accommodations are available throughout the selection process and during employment. If you require an accommodation, need materials in an accessible format, or require additional support with the application process, please contact us. We welcome the opportunity to discuss your needs and ensure fairness in our hiring process.

We are dedicated to maintaining a positive and inclusive environment for all individuals in the workplace. Hiring, promotions, rewards, and other human resources decisions are based on merit, including qualifications, ability, and performance. We welcome applications from all qualified candidates.

Interested candidates should submit their application, in confidence, to [recruiting@mannlawyers.com](mailto:recruiting@mannlawyers.com). Only candidates considered for the position will be contacted.

Thank you for your interest in Mann Lawyers LLP.