

GGFI

Giesbrecht, Griffin, Funk & Irvine LLP

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Giesbrecht, Griffin, Funk & Irvine LLP ("GGFI Law"), seeks an experienced law clerk to join its family law department. The position comes with a competitive salary and benefits. Duties include providing support as required for multiple lawyers, processing daily correspondence, preparing documents, scheduling appointments, maintaining files and records, and various other duties as required.

The preferred candidate will have the following attributes:

- experience in family law;
- solid understanding of the Family Law Rules and court procedures;
- strong attention to detail;
- ability to demonstrate excellent organizational and time management skills;
- clear, concise written and verbal communication skills; and
- experience with software applications commonly used in law firms, including Divorcemate and PC Law.

GGFI Law is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation for interview or employment purposes.

Applications will be held in strict confidence.

Please forward resumes to csousa@ggfilaw.com.