Lefebvre & Lefebvre LLP is a busy and well established law firm serving Brantford and the surrounding area for over 70 years. We have immediate opportunities for the following - a receptionist and a legal assistant for civil litigation, family law and real estate. While all candidates will be considered, we are seeking candidates with some experience working in a law firm and able to assist with the following:

* Preparation of court filings
* Excellent organization and time management skills
* Excellent telephone, verbal and written communication skills
* Good computer skills with an ability to operate various software programs
* Ability to work in a team environment and be a self-starter

Salary will be commensurate with experience and we offer extended health care benefits. Expected start date September 6, 2022.

While we appreciate all applications, only those individuals selected for a job interview will be contacted.

Please respond in confidence to Paul Oddi at paul@lefebvrelawyers.ca prior to August 17th.