

THE OPPORTUNITY

Are you an administrative professional looking for a new and exciting challenge? Do you enjoy providing exceptional client service? Do you thrive on ensuring clients' needs are not only met but also exceeded?

We are seeking a welcoming, highly professional, and client-focused administrative professional to join our Legal Support Services team as a **Client Service Assistant** in our **Charlottetown** office for a full-time permanent position.

As a Client Service Assistant, you will be responsible for coordinating all activities in our reception area including:

- Providing the highest level of client service, welcoming and ensuring the comfort of all clients and visitors.
- Coordinating room booking requests and resolving conflicts; assist with boardroom set-up including refreshments and audio-visual equipment.
- Managing incoming and outgoing correspondence and couriers.
- Performing basic accounting duties.
- Providing event support as required.
- Liaise with building management to ensure office maintenance is up to standard; and,
- Providing administrative support to other firm members as needed.

The successful candidate will possess the following skill set:

- Office or Legal Administration diploma; however, we recognize that historical and systemic barriers have shaped and limited access to traditional education, training, and employment pathways. Therefore, we welcome applicants with a combination of skills, knowledge, and lived experience.
- Demonstrated accounting skills.
- Exceptional technology skills, with proficiency in all aspects of Microsoft Office.
- Exceptional time management; excels in a demanding, fast-paced environment, highly detail-oriented, and flexible to changing priorities.
- Exceptional communication skills, a special focus on client service and the highest degree of professionalism.
- Working in a team environment, the successful candidate will be a strong team player and have high personal integrity; and,
- Strong interpersonal skills and independent judgment.

Salary Range: \$47,000 - \$58,750

Our team members have access to:

- Defined-benefit pension plan.
- Firm-paid health and dental benefits.
- Health spending account.
- Personal spending account (wellness).
- Commuting allowance.
- Time for you:

- Including vacation, personal, and sick days.
- Our Team – we can't say enough about our people! You will be part of a collaborative, collegial, respectful, and caring team; and,
- The opportunity to participate in a variety of teams, including AccessMC, Collective Social Responsibility, Diversity, Equity & Inclusion, Occupational Health & Safety, Pride@MC, Special Events, Wellness, and more!

McInnes Cooper is committed to building an environment that is diverse and inclusive, representative of the communities in which we serve. We welcome and encourage applications from persons who identify as racially visible, Indigenous, persons with disabilities, women in underrepresented roles, and members of the 2SLGBTQIA+ community. Applicants from these equity groups may self-identify through our online application process.

As part of the recruitment process, MC will provide accommodation(s) to candidates with disabilities. If you require an accommodation(s) to participate in the recruitment process with us, please contact us at recruitment@mcinnescooper.com.

About MC

McInnes Cooper is a solutions-driven Canadian law firm and member of Lex Mundi, the world's leading network of independent law firms. Providing strategic counsel to industry-leading clients from Canada and abroad, the firm has continued to thrive for over 160 years through its relentless focus on client success, talent engagement and innovation.

A certified Great Place to Work™, McInnes Cooper has an integrated team of over 220 lawyers and 250 professional resources and offers clients a full range of legal services across seven offices in Charlottetown, Fredericton, Halifax, Moncton, Saint John, St. John's and Sydney.

Our People

At McInnes Cooper you will find a team that values you. We recognize that our members are key in delivering outstanding client service and we provide a collaborative, professional environment with a member focused culture. We are committed to creating an inclusive work environment that values, respects and supports different perspectives, cultures and experiences.

Diversity & Inclusion

We recognize that our individual differences make us a stronger, more adaptable law firm. We embrace these differences and give all of our members the opportunity to develop their unique skills and talents.

Collective Social Responsibility

We are recognized as a leader and innovator amongst Canadian law firms in the field of Collective Social Responsibility. Our people are concerned citizens who enjoy giving back. Together, we focus on developing ongoing partnerships with community organizations that do amazing work, often despite limited resources and public awareness. As a firm, we have the ability to respond

with contributions of time and monetary support, and our people give generously of their skills and effort.

Pro Bono Legal Services

Through our Pro Bono Program, we provide legal counsel to disadvantaged people and organizations that have difficulty gaining access to justice on matters of public interest.

Environmental Stewardship

Like any large organization, our operations leave a footprint on the environment. From paper use and waste production to transportation and energy consumption, we continually look for opportunities to minimize that impact.

TO APPLY

If you are interested in this opportunity, please [apply here](#).