

General Help

Optometric Assistants

Friendly, outgoing help req. for two Optometry offices in Georgetown. Broad variety of duties. Experience not essential. 1 full-time & 1 3-day/wk part-time position. Please drop off resume Giddens Optometry @ Mountainview or email to: be.giddens@bellnet.ca

Restaurants/Hospitality

Front Desk, Housekeeping, Supervisor & Night Audit
Full and Part time positions available. Email resume to: ccrooks@bestwesternmilton.com

Office/Administration

LAW CLERK / LEGAL ASSISTANT

For very busy general practice in Milton, Ontario. Minimum of one (1) year of experience required as the successful candidate will have experience using Teranel, all DoProcess Software, DivorceMate, PC Law and the full suite of Microsoft Office Products.

The successful candidate will be exceptionally well organized, have strong attention to detail, have the ability to communicate well (both orally and in writing), have the ability to communicate with clients and third parties (real estate agents, other clerks and counsel, mortgage agents, banks etc.), meet deadlines, follow guidelines and procedures, prioritize, and manage multiple files.

The ideal candidate must have a pleasant telephone manner, work independently as well as a member of a team. The work requires flexibility with duties and to be resourceful. Salary will be determined based on experience.

Interested applicants are asked to apply via email to peffers@pefferslaw.ca with your covering letter and resume.

We thank all applicants for their interest, however only qualified candidates will be contacted.



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