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LAW OFFICE MANAGER/BOOKKEEPER (\$45K to \$70K)

Vaughan law firm requires a full-time office manager/bookkeeper to handle various administrative, book-keeping and general office management responsibilities. Applicants should have (i) at least 3 years experience working in a law office in an administrative capacity, (ii) knowledge of bookkeeping and accounting principles, and (iii) considerable working knowledge and experience with PCLAW and Quickbooks as well as an understanding of law office financial procedures. All applicants must be eager, energetic, detail oriented, computer literate, and have access to a vehicle. Expected salary range is from \$45K-\$70K (depending on experience).

REAL ESTATE LAW CLERK (\$40K to \$60K)

Vaughan law firm requires a full-time real estate law clerk Applicants must have (i) at least 3 years experience dealing with residential real estate law, (ii) an extensive working knowledge of Conveyancer, Teraview and E-Reg, and (iii) an ability to independently handle residential and other real estate transactions from start to finish. Expected salary range is from \$40K-\$60K (depending on experience).

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Training will be provided.

Must be willing to learn and have a friendly, outgoing personality.

All interested candidates should forward their resume to:

Human Resources - Granite Golf Club e-mail: hr@graniteclub.com or You can apply directly through our website at www.GraniteGolfClub.ca

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