



## **Receptionist Position Available**

JOHNS SOUTHWARD GLAZIER WALTON & MARGETTS LLP

We are seeking additional support staff to join our team.

Johns Southward Glazier Walton & Margetts LLP, Barristers and Solicitors ("JSG") is one of Vancouver Island's largest and most respected full-service law firms. Our team of 40+ includes 18 lawyers, with three offices located in Victoria, Duncan and Westshore. We have leading lawyers in the areas of business law, real estate, wills and estate planning, civil litigation, family law and personal injury. We provide excellent client service and deliver a team approach to our clients' legal matters. At JSG we foster an inclusive, supportive and friendly work environment.

Our firm is looking for a full-time receptionist for our Victoria office. A Legal Administrative Assistant Certificate, or law office or legal assistant experience, though not a requirement, would be an asset to the position and would allow for the possibility of moving into a junior legal assistant's position. At a minimum, professional office reception experience is required.

The successful candidate will bring to JSG both courteous and friendly interpersonal skills and telephone manners, experience with Microsoft Office, good organizational skills, and will be detail oriented and have the ability to multi-task.

Interested candidates should apply in confidence via email to Susan Robb at [srobb@jsg.bc.ca](mailto:srobb@jsg.bc.ca).

All inquiries will be kept in strictest confidence. We thank in advance all who express interest; however only those candidates selected for an interview will be contacted.