

FillmoreRiley

Corporate Services Assistant (Term Position)

Fillmore Riley LLP is a highly regarded and accomplished full-service law firm located in the heart of downtown Winnipeg. We have an immediate opening in our corporate department for a **Corporate Services Assistant**.

The primary responsibilities include processing annual returns, business name renewals, minute book maintenance, corporate database maintenance and general administrative duties.

The successful applicant must be highly organized, self-motivated team player. Working knowledge of Microsoft Windows 10 and Office 365 is required. A minimum of two years' previous legal experience is required and corporate experience is an asset.

Fillmore Riley is committed to maintaining an inclusive work environment composed of people with diverse backgrounds and identities. We encourage applications from Indigenous peoples and visible minorities, LGBTQ+ individuals, and individuals with disabilities.

Fillmore Riley LLP offers a pleasant work environment with friendly staff, a comprehensive training and orientation program, and an exceptional benefits package. Salary will be commensurate with experience, qualifications and ability.

Please forward your resume stating salary expectations in confidence to:

FILLMORE RILEY LLP

1700 – 360 Main Street

Winnipeg MB R3C 3Z3

Attention: P. Kapilik

pkapilik@fillmoreriley.com

We thank all applicants in advance for their interest; however, only those under consideration will be contacted.