



In-House Courier

Fillmore Riley requires a full-time **In-House Courier** for a term position to provide pickup and delivery services in the downtown area, as well as internal support services for the firm.

Qualifications/Requirements:

- Pickup and delivery of a wide variety of items while adhering to a standard schedule
- Provide a high level of customer service for our clients
- Present a polite and professional image of the firm
- High level of accuracy and attention to detail
- Maintain accurate records and documentation
- Effective communication with staff and lawyers
- Internal office deliveries
- Excellent knowledge of the downtown area is an asset
- Ability to lift file boxes up to 20 lbs.

The successful candidate will have good communication and interpersonal skills, with the ability to work independently under pressure. Please forward your resume to:

FILLMORE RILEY LLP
1700 - 360 Main Street
Winnipeg, Manitoba R3C 3Z3
Attention: Ms. P. Kapilik
E-Mail: pkapilik@fillmoreriley.com

We thank all applicants in advance for their interest, but advise that only those under consideration will be contacted.