



### **Job description:**

Brion Raffoul LLP is recognized as a leading IP boutique firm in Canada. Our exceptional team is passionate about helping innovative companies protect their ideas, designs and brands. Our clients include startups, government agencies, universities, and multinational companies.

We are in search of a motivated **Administrative Assistant** to work with our incredible team and awesome clients. The right candidate is a team player, curious, highly organized with a great ability to multi-task, and works well under pressure.

Roles and responsibilities may be tailored for more those candidates who have relevant experience.

### **Roles and Responsibilities:**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and transcription, designing forms, and other office procedures and terminology
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Managing deadlines, scheduling meetings, booking travel, managing calendars
- Corresponding with clients and associates worldwide
- Managing email correspondence both internal and external
- Preparing reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software
- Filing and maintaining records
- Preparing Account Receivable reminders and ad hoc accounting duties
- Entering multiple company credit card entries into accounting system
- Answering front door, greeting clients and guests, order food and beverages for meetings, coordinating courier and mailing requests, ordering office supplies

### **Qualifications, Skills & Core Competencies:**

- Excellent verbal and written skills in English (French is an asset)
- Proficient in Microsoft Office Suite
- Strong interpersonal and client service skills
- Professional and positive demeanour
- Superior organizational and priority-setting skills and the ability to multi-task
- Excellent attention to detail
- Strong work ethic
- Ability to work flexible hours to meet project or reporting demands

**Miscellaneous:**

- Training on Intellectual Property Law will be provided
- Brion Raffoul has a **mandatory** vaccination policy
- This position cannot be fulfilled remotely

Please note that the work week is 9am to 5 pm from Monday to Friday.

Please forward your cover letter and résumé to Sheryl Macdonell.

**\*\*\*Only candidates chosen for an interview will be contacted\*\*\***