

RATUSKI
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Law Office

April 25, 2022

Company Information: Ratuski Law Office
2131 Henderson Highway
Winnipeg MB R2G 1P8
204-334-4994
www.ratuskilaw.com

Job Title: Summer Student

Job Description:

Ratuski Law Office wishes to hire a summer student starting in May, 2022. This student will support two lawyers who practice primarily in the areas of real estate, wills & estates, and corporate law.

Job Requirements:

Office experience is preferred. Strong knowledge of Microsoft Word and Excel and basic accounting skills are required. This highly motivated individual must possess strong organizational, grammatical, spelling and keyboard skills and have good attention to detail. A commitment to meeting deadlines and a professional attitude towards clients and other professionals are necessary. The ability to work with a high level of confidentiality and discretion is required.

Anticipated number of hours per week:

37.5 per week, from May until August, 2022.

Application Deadline: May 2, 2022

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Please submit resumes via email: resumes@ratuskilaw.com