

Law Clerk - Corporate, Family & Estates

McNab Stewart Prince & Beattie – Renfrew

Full time|Permanent

McNab Stewart Prince & Beattie is seeking a Law Clerk with a minimum of two years of experience to join our well-established and growing practice in Renfrew. This role is ideal for a detail-oriented professional with a strong background in corporate, family and/or estates law who is looking to take ownership of files and work within a collaborative, client-focused environment.

Qualifications & Skills

- At least two years of experience as a law clerk (experience in corporate, estates, or family law preferred)
- Law Clerk diploma or equivalent education/experience
- Strong understanding of legal procedures, documentation, and file management
- Excellent organizational skills with the ability to manage multiple files and deadlines
- High level of attention to detail and accuracy
- Strong written and verbal communication skills
- Professional, client-focused approach with the ability to handle sensitive and confidential information
- Self-motivated with the ability to work both independently and as part of a team
- Comfortable with or willing to learn legal software applications
- Flexible and adaptable – willing to adjust to changing conditions or priorities
- Enjoy working with people and are committed to building strong relationships with clients and colleagues
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What we offer

- Full-time permanent position
- Competitive salary (commensurate with experience)
- Supportive and collegial work environment
- Opportunity to work on a diverse range of files
- Established firm with a strong reputation in the community

Located in the heart of the Ottawa Valley, Renfrew offers something for everyone from hiking, camping, whitewater rafting, and great beaches to charming bistros, a historic movie theatre, and an eclectic array of shops all within easy walking distance. Enjoy the benefits of small-town living while remaining close to Ottawa and its many attractions, without the daily congestion or expenses.

We recognize that strong candidates may not meet every listed qualification. If your experience differs but you believe you would be a good fit, we encourage you to apply.

Apply

Qualified applicants are asked to email their cover letter and resume to our office manager, Zoe MacMaster at zmacmaster@mcnablaw.com. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

All applications will be held with strict confidence.