

Office Administrator

MTE Paralegal Professional Corporation

Municipal Tax Equity Paralegal Professional Corporation (MTEPPC), is a growth-oriented private sector consulting firm that provides strategic support services to municipalities in the areas of property assessment, taxation, revenue management, and broader municipal finance matters.

We are currently seeking an experienced and motivated professional to join our dynamic organization. The successful candidate will work as part of our Assessment Base Management and Consulting team, supporting a broad range of property assessment, taxation, consulting, and legal service functions for our municipal clients.

This position offers the opportunity to work on a wide range of initiatives involving assessment analysis, municipal policy, taxation matters, and assessment appeals, while developing your career within an industry-leading organization.

Job Summary

We are seeking a dynamic, professional, and highly organized Office Administrator to join our team in a fast-paced work environment! In this vital role, you will be the backbone of our daily operations, ensuring the smooth and efficient functioning of the office environment. Your energetic approach and exceptional organizational skills will help foster a productive workplace, manage administrative tasks seamlessly, and support various departments. This position offers an exciting opportunity to contribute to a vibrant team while honing your skills in office management, communication, and coordination.

Office Operations

- Manage daily office operations and ensure an efficient administrative workflow in a fast-paced environment
- Maintain office systems
- Coordinate scheduling, meetings, and calendars for professional staff
- Assist with internal reports, memos, and correspondence

Client & Case Management

- Serve as a point of contact for municipal clients and stakeholders
- Schedule client consultations and maintain organized client files
- Collect and organize documentation for assessment appeals and municipal taxation matters
- Assist with preparing materials for hearings, reports, and internal review

Legal & Assessment Administrative Support

- Maintain and organize case files related to property assessment and municipal taxation
- Prepare and format correspondence, statements, reports, and legal documentation
- Assist with filing materials and submissions with the Assessment Review Board and other regulatory bodies
- Track deadlines and ensure timely submission of materials for hearings and reports

Financial & Administrative Support

- Support invoicing, payment tracking, and basic billing administration
- Coordinate with accounting/bookkeeping services as needed
- Assist with internal administrative processes, policies, and record-keeping

Compliance & Records Management

- Maintain confidential client and case records in accordance with professional standards
- Ensure compliance with legal, regulatory, and internal record-keeping requirements
- Support ongoing compliance initiatives and office governance

Requirements

- Diploma or degree in Legal Administration, Paralegal Studies, Business Administration, or related field
- Minimum 3 years of administrative experience, preferably in legal, municipal, or professional services environments
- Excellent organizational, time management, and problem-solving skills
- Strong written and verbal communication abilities
- Ability to maintain strict confidentiality and exercise professional discretion
- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint)

Assets:

- Experience with municipal property assessment appeals, taxation, or ARB proceedings
- Familiarity with electronic document management or case management systems

Job Type: Full-time

Benefits:

- Dental care
- Extended health care

- Life insurance
- Paid time off
- Vision care
- Work from home

Experience:

- Administrative: 3 years (required)

Location:

- Ontario (required)

Work Location: Remote

Please send resume to: Info@mte.ca