

Process Server

DATE: January 2016

LOCATION: Canada

Company: **VERANOVA** provides a full suite of legal support services and property management services to institutional clients and law firms across Canada. We are looking for dedicated and resourceful Process Servers to support our team and company.

Job Description: Your main responsibilities will be:

- Assigned files to complete the delivery of legal and/or non-legal documents.
- Complete or facilitate the completion of Affidavits.
- You would be responsible for the overall management of your assigned portfolio of matters in connection to legal support services.

Requirements:

- Must have strong English communication skills. Ability to communicate in French would be considered an asset.
- Exhibit strong work ethic, team work skills, adaptability and accountability with attention to detail.
- Attention to detail and accuracy with excellent organization and follow up skills.
- Provide prompt and timely service in designated service areas.
- Adaptable to and comfortable with dealing with debtors and/or defendants.

Experience:

- Previous process serving and/or legal experience would be considered an asset.
- Previous law enforcement experience would be considered an asset.

A criminal record background clearance certificate will be required.

Please send your resume to Melvin Tan at mtan@veranova.ca.