

Summer Co-op 2025-26

FRANKEL LAW

SUITE 1001 – 105 Main Street East

Our office is looking for unpaid (Summer) Co-Op Student(s) to assist our office.

Job Description:

To perform basic administrative duties such as organizing and putting away files; photocopying and faxing correspondence; going on various runs to the bank, **daily** to deposit/certify/payout money; opening and closing out files, creating labels; restocking photocopy room and supplies; We are looking for a responsible candidate ready to take on the task, ready to learn, someone who is organized, pays attention to detail, manages their time accordingly, and takes the initiative to look for things to do around the office, with the ability to problem solve and to know when to ask questions. We offer a week of training to all students and answers to any questions thereafter. We expect a level of responsibility for students to work without constant supervision.

Please have students submit resumes with hours of availability (Summer Students: 9:00PM to 5:00PM) and a time frame that the student(s) will be assisting our office (ex. July 2nd to July 31st). **We are looking for one or two student(s)**. Please further provide how the student(s) will be able to make it to our office (daily), as transportation has posed an issue in the past. As any normal employer would, we expect students to be **on time, responsible** and **reliable**.

We are accepting resumes with hours of availability, for consideration. As we are a busy law firm, we typically review resumes when we are available to do so, and will call the students to schedule an over the phone interview to see if they will be a good fit for the office. We will contact the student directly if we require their assistance for the position.