

## COOPERATIVE EDUCATION

### NEW PLACEMENT INFORMATION



Company Name: The Law Office of Victoria Loh

Address: 803-20 Hughson Street S City: Hamilton Postal code: L8N 2A1

Name of Contact Person(s): Sabrin Abbas

Telephone: 905-525-2221 Fax: 905-525-2261 E-mail: sabbas@victorialoh.com

Co-op Job / Placement Title: Legal Assistant

Number of Placements Available: 1

Semester 1 (Sept. – Jan.) ☐ am ☐ pm ☐ either ☐ all-day

Semester 2 (Feb. – June) ☐ am ☐ pm ☐ either ☐ all-day

Summer Co-op (July – August): ☐ ALL DAY

Hours (and days) of Work: Monday to Friday, 9-5

Will the student be paid a wage or given an honourarium? Yes ☐ No ☒

Job Synopsis and Tasks (Observed and/or performed by the Co-op Student):

- Answer Phones
- Take messages
- File
- Attend Family Court to file Pleadings
- Draft legal documents

Job Requirements (Skills, Personal Qualities):

- Must be Organized
- Must be punctual
- Team work

Do you employ apprentices or any certified trades? Yes ☐ No ☒

Would you be willing to have students come in for short term (approx. 2 weeks) Work Experience? Yes ☒ No ☐

Is it okay for Co-op teachers to contact you directly? Yes ☒ No ☐

I'd rather be contacted by the HWDSB Central office Yes ☒ No ☐

*An O/AP student is any student taking part in Co-op in an "Apprenticeable" occupation*

The Hamilton-Wentworth District School Board

Completed forms can be e-mailed to: [ngodwald@hwdsb.on.ca](mailto:ngodwald@hwdsb.on.ca) or faxed to (289) 674-0409