

Paralegal or Legal Assistant – Civil Litigation

We currently have an opening for a **Legal Assistant or Paralegal** within our civil litigation department.

The ideal candidate will have experience in civil litigation court procedure, is highly organized, and able to work efficiently to reach deadlines.

Responsibilities & Knowledge:

- Opening client files and maintaining files as per department procedures;
- Knowledge of Provincial Court and Supreme Court documents and procedures;
- Have good English writing and proofreading skills;
- Manage Lawyer's calendar; meet with clients and schedule appointments;
- Able to prioritize tasks and work within deadlines; and
- Ability to follow instructions, work alone and with others.

We offer employees a positive working environment and encourage a balanced lifestyle. In addition to a competitive salary & vacation, we have a benefits program which includes paid personal days, wellness initiatives, health & dental benefits, group RRSP & TFSA plan with matching contribution, social committee with firm sponsored social events, and professional development assistance.