
Paralegal/Legal Assistant – Family Law

Responsibilities & Knowledge:

- Act as the first point of contact for internal/external client inquiries as well as maintaining client contact to ensure prompt response times;
- Setting court dates, mediations, discoveries, hearings and communicating with registries;
- Arranging court filings and applications;
- Tracking court dates and limitation dates;
- Preparing and drafting various correspondence and documents, including court pleadings;
- Assisting with the preparation of court applications, trial briefs and JCC memos;
- Assembly of application records, case authorities, trial exhibits and corresponding indexes,
- Maintaining an efficient file management and bring forward system;
- Maintaining a full calendar, email management and managing lawyers' practice;
- Experience arranging court filings and applications;
- Understanding of BC civil litigation practices and procedures, with an emphasis on family law;
- Familiarity with BC Supreme Court Civil Rules and BC Supreme Court Family Rules;

Qualifications:

- 2+ years of experience as a Paralegal/legal Assistant
 - Familiarity with the family law registry, both provincial and supreme;
 - Experience with the alternate dispute resolution process an asset;
 - Must have strong client service skills
 - Excellent word processing and proofreading skills
 - Must be highly organized, detail-oriented and you have ability to multi-task & prioritize
 - Ability to work independently and as part of a team
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