

NIXON WENGER LLP

L A W Y E R S

Litigation Paralegal/Legal Assistant

Nixon Wenger LLP is a full service law firm with a well-established regional practice. We pride ourselves on being a law firm that can assist with the everyday issues of the people in our community, from preparing wills and conveyancing real estate to advising multi-national corporations with complex transactions or litigation.

We are always looking for dedicated professionals who are trained in law office procedures. Currently we are seeking a **Paralegal or Legal Assistant** to join our litigation team in Vernon.

The ideal candidate will require a strong client service focus and must have the ability to work both independently and as part of a team. While you will independently manage files, you will also work closely with a team of lawyers and other support staff to deliver outstanding service to our clients.

Qualifications:

- Experience as a Paralegal/legal Assistant
- Experience arranging court filings and applications
- Understanding of BC civil litigation practices and procedures
- 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

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

Come join our amazing team!

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