



Legal Assistant

We are seeking a Legal Assistant to join our Insurance & Health Law Litigation team. The successful candidate must be team-oriented and accustomed to collaborating with lawyers, paralegals, clients, and third parties. This role requires a proactive, detail-oriented individual who can effectively manage competing priorities, provide exceptional client service, and contribute to a collaborative and supportive team environment.

Primary Responsibilities:

- Coordinate, manage and schedule meetings and appointments
- Draft pleadings, motion materials, and other legal documents for court filings for insurance and health law files
- Preparing lists of documents
- Maintain an efficient file management and BF system
- Communicating with clients, experts, and opposing counsel

Qualifications & Skills

Credentials: Graduate of an accredited Legal Assistant or Paralegal program.

Experience: 5+ years of experience within a BC civil litigation environment, with a distinct emphasis on insurance and health law.

Technical Skills: Advanced proficiency with BC CSO e-filing, Microsoft Office 365, and specialized legal billing/document management software.

Core Competencies: Strong analytical capability, exceptional organizational & writing skills, accurate typing, and a professional demeanor. Knowledge of legal drafting standards and procedures to support lawyers effectively.