

LEGAL ADMINISTRATIVE ASSISTANT – FLOATER RESOURCE TEAM

If you're looking for a challenge and a chance to grow your career alongside the best and brightest in the industry, you'll find it at Harper Grey. We are currently seeking a junior or intermediate Legal Administrative Assistant to join our Floater Resource Team. The position provides an opportunity to work with a vibrant and team-oriented group of people. The successful candidate will have a minimum of 2 years' experience working in a Canadian law firm, be energetic, flexible, highly motivated and driven to succeed.

WHAT YOU'LL BE DOING

- Providing assistance to lawyers during periods of vacation and other absences of legal assistants
- Liaising with other legal assistants, paralegals, lawyers and clients regarding file progress
- Drafting and transcribing legal documents, basic pleadings and correspondence
- Fielding client inquiries
- Managing a bring-forward system for tasks and appointments
- Organizing meetings and scheduling discoveries, trials, and other court dates
- Preparing application records
- Keeping paper and electronic files up-to-date
- Preparing monthly accounts
- Conducting searches
- Providing overflow assistance and other various general administrative duties

WHAT WE ARE LOOKING FOR

- Completion of an accredited Legal Administrative Assistant program
- Minimum of 2 years' experience as a Legal Administrative Assistant
- Excellent technical skills including Outlook, MS Word and MS Excel
- Strong spelling, grammar and proofreading skills
- Keyboarding at a minimum of 60wpm
- A good understanding of civil litigation rules and procedures
- Experience with maintaining an effective file management and bring forward system
- Ability, flexibility and openness to providing interim coverage in all practice areas of the Firm

WHAT YOU BRING

- Commitment to providing first-rate level of knowledge and prompt quality service to clients and internal stakeholders
- Excellent communication and interpersonal skills with the ability to listen effectively and respond appropriately
- Excellent organizational skills with a strong attention to detail to produce high quality and accurate work
- Ability to work effectively both independently and as a contributing member in a team environment
- Solid decision making and problem-solving skills coupled with a willingness to learn and to adapt to changing demands
- A high level of initiative and resourcefulness
- Ability to prioritize tasks by deadline, work calmly under pressure and manage high volume of work in a fast-paced environment
- Professional, positive and can-do attitude

WHAT WE OFFER

Our people are the heart of our firm – we say it often and with good reason. It is only through our people's skills, ambition, dedication and hard work that we can deliver the excellent level of client service our reputation is built upon. While our expectations are high – so are our rewards. Our generous competitive compensation package is just one component of our total rewards package.

Compensation + Benefits

- Competitive salary with annual reviews
- Extended health and dental coverage
- Employee and family assistance program
- Life and accidental death and dismemberment insurance
- Short- and long-term disability insurance
- Paid or banked overtime
- Vacation time, sick time and personal time allotment

Work Perks

- Firm social events
- Casual day every Friday
- Continuing education/tuition allowance
- Group RRSP plan with matched contributions

Work / Life Integration

- Robust health and wellness program
- Fitness program annual subsidy
- Sports teams
- Recognition of service milestones
- Personal days to help balance outside commitments

WHO WE ARE + HOW WE WORK

We are a dynamic and diverse group of highly skilled people working together to deliver excellent service to our clients. When you join our firm, you join a culture of excellence, collaboration, camaraderie and respect. We're a great place to grow your career.

Our core values focus on developing a diverse, inclusive and respectful workplace that encourages and supports differences and promotes innovative perspectives. We are committed to maintaining and expanding the diversity of our firm's lawyers and staff and creating an inclusive environment in which everyone can flourish.

APPLY

This is an excellent opportunity to join a dynamic firm that values innovation, initiative and resourcefulness. Are you a motivated and creative team player? Do you think the fast-paced hands-on role we have described would be a perfect fit for your skillset?

If so, we cannot wait to meet you and invite you to submit your resume by email to Andrea Kotzo.

Andrea Kotzo
Human Resources Manager
E: akotzo@harpergrey.com
P: 604.895.2906

We encourage applications from all qualified candidates, including those with disabilities. Accessibility accommodations can be made confidentially throughout all stages of the recruitment and selection process by contacting Andrea Kotzo.

We will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We thank all interested applicants, however, only those under consideration will be contacted.

** If this job isn't for you, perhaps you have a friend who would be a perfect fit. Send them this link. Thanks!!*