

PARALEGAL/LEGAL ADMINISTRATIVE ASSISTANT – LITIGATION

We are currently seeking a hybrid Paralegal/Legal Administrative Assistant to join a diverse litigation group. The position provides an opportunity to work with a vibrant and team-oriented group of people. The successful candidate will have a minimum of 5 years' experience working in a Canadian law firm, be energetic, flexible, highly motivated and driven to succeed.

WHAT YOU'LL BE DOING

- Liaise with other legal assistants, paralegals, lawyers, and clients regarding file progress
- Draft legal documents, basic pleadings, and correspondence
- Prepare lists of documents
- Communicate with clients and opposing counsel to schedule meetings, court dates and mediations
- Schedule examinations for discovery, mediations, applications, and trials
- Handle incoming client intake calls and referrals
- Field client inquiries
- Prepare monthly accounts
- Manage and maintain a bring-forward system for tasks and appointments
- Other various general administrative duties, as required

WHAT WE ARE LOOKING FOR

- Completion of an accredited Legal Administrative Assistant/Paralegal certificate program
- Minimum 5 years of experience as a Legal Administrative Assistant/Paralegal
- A thorough understanding of Supreme Court Rules and procedures
- Advanced technical skills including Word, Excel, Outlook and Adobe
- Keyboarding at a minimum of 60wpm
- Excellent spelling, grammar and proofreading skills

WHAT YOU BRING

- Strong written and verbal communication skills
- High level of accuracy and attention to detail
- Excellent proof reading, writing, spelling and grammar skills
- Organized with the ability to juggle multiple tasks and prioritize workload in a fast-paced and time sensitive environment
- Strong interpersonal skills and the ability to build rapport with lawyers, paralegals and legal assistants
- Solid work ethic and team player
- Proven ability to take initiative as well as follow instructions and adhere to strict deadlines
- A polished and professional image and demeanor

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 structured annual reviews
- Extended health and dental coverage
- Employee and family assistance program
- Maternity/Parental leave top up plan
- 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 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.

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