

Boost Legal Support

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Employment Law Legal Assistant (Temporary Position)

Description

We are looking for a legal assistant who has experience working in **employment law**.

The following is a temporary assignment working at a large firm.

Qualifications

Knowledge/Experience

- Intermediate to advanced knowledge of Microsoft Office programs (Word and Outlook);
- Excellent at administrative tasks such as opening and closing of files, file management, proofreading and scheduling appointments;
- Strong attention to detail;
- Ability to work independently and to multi-task and prioritize;
- Excellent organizational and communication skills with the ability to adapt to a variety of working styles;
- The ideal candidate must speak, read and write English fluently.

Legal Specific

- Graduated with a legal assistant diploma at an accredited school;
- At least 2 years of **employment law** experience;
- Comfortable drafting correspondence, preparing and filing pleadings;
- Familiar with reminder or limitation systems for deadline dates as dictated by the Rules of Court;
- The ability to assist lawyers in drafting of standard litigation proceedings, collective agreements and various legal documents;
- Prepare various documents, letters and forms related to employment law (legal opinions, legal agreements, etc.);
- Experience working with the Alberta Labour Relations Board;
- Prepare, organize and maintain client files as well as independently perform follow-up procedures;
- Experience performing Court searches, scheduling various applications, questionings and court dates.

We thank all applicants interested in this position; however, only qualified candidates will be contacted for an interview.

If you have a problem uploading your resume, please send your resume, mentioning this post to jobs@boostlegalsupport.com.

Hiring organization

Boost Legal Support

Employment Type

Full-time

Beginning of employment

Immediately

Duration of employment

Temporary to Permanent for the right candidate

Industry

Employment Law

Job Location

Calgary

Date posted

July 9, 2019