

Boost Legal Support

<https://www.boostlegalsupport.com/job/civil-litigation-insurance-legal-assistant/>

Civil Litigation/Insurance Legal Assistant

Description

We are recruiting for a prominent law firm specializing in civil litigation and insurance matters. We are currently seeking a Legal Assistant with a minimum of 3 years experience working as a civil litigation legal assistant. If you are a skilled Legal Assistant with a background in civil litigation and insurance work, we invite you to apply for this rewarding opportunity.

Responsibilities

- Provide comprehensive administrative support to lawyers specializing in civil litigation and insurance matters.
- Assist with the preparation, drafting, and filing of legal documents, including pleadings, motions, and discovery requests.
- Maintain electronic and physical case files, ensuring all documents are organized and accessible.
- Coordinate meetings, hearings, and court appearances for lawyers and clients.
- Communicate professionally and effectively with clients, opposing counsel, court personnel, and other stakeholders.
- Conduct legal research and gather relevant case materials as needed.
- Assist with billing and invoicing processes, including time entry and client billing.

Qualifications

- Minimum 3 years of experience as a legal assistant, with a focus on civil litigation and insurance work.
- Proficiency in legal software and Microsoft Office Suite (Word, Excel, Outlook).
- Strong organizational skills with meticulous attention to detail.
- Excellent written and verbal communication skills.
- Ability to prioritize tasks and manage multiple deadlines in a fast-paced environment.
- Professional demeanor with a commitment to maintaining confidentiality.
- Knowledge of Alberta court procedures and legal terminology preferred.
- Legal Assistant Diploma

Hiring organization

Boost Legal Support

Employment Type

Full-time

Industry

Legal Assistant

Job Location

Calgary, Alberta

Date posted

April 30, 2024