

Junior Litigation Legal Assistant

Description

We have great firm in south Calgary looking for a junior litigation legal assistant. This is an excellent opportunity to gain more experience with a firm that has a good reputation in the legal community.

If you are looking for a new opportunity, and have the following skills and knowledge, please contact us for an interview at jobs@boostlegalsupport.com

We look forward to meeting you!

Responsibilities

- Proficient with Microsoft Word;
- Knowledge of other Microsoft Office programs (Excel 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;
- The ideal candidate must speak, read and write English fluently.

Legal Specific

- Graduated with a legal assistant diploma at an accredited school;
- At least 1 year experience in **litigation or family law**;
- Experience with PCLaw or other legal accounting software;
- Familiar with typical legal Office processes such as scanning documents and maintaining an electronic and paper file;
- Drafting, formatting and revising email and letter correspondence, memos, agreements and other documents;
- Time entry and billing of client files;
- Performing other legal and administrative tasks assigned from time to time.

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

Hiring organization

Boost Legal Support

Employment Type

Full-time

Duration of employment

Permanent

Industry

General Law

Job Location

Calgary

Date posted

September 26, 2022