

Commercial Litigation Legal Assistant

Description

We are currently looking for a dynamic and experienced Commercial Litigation Legal Assistant with 2-5 years of experience. The successful candidate will independently manage the daily activities of their lawyers' practices.

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

1. Provide comprehensive administrative support to lawyers in the Commercial Litigation practice area, including drafting, formatting, and proofreading legal documents, pleadings, and correspondence.
2. Assist with case management tasks, including organizing and maintaining case files, and tracking deadlines.
3. Coordinate and schedule meetings, questionings, and court appearances for lawyers and clients.
4. Communicate professionally and effectively with clients, court personnel, opposing counsel, and other parties involved in litigation matters.
5. Prepare and file legal documents with Kings Bench, including electronic filing where applicable.
6. Maintain confidentiality of sensitive information and adhere to ethical standards and firm policies.
7. Perform other administrative and clerical duties as assigned by lawyers.

Qualifications

1. Legal Assistant diploma or equivalent combination of education and experience.
2. Previous experience of at least 3 years working as a legal assistant in a commercial litigation practice.
3. Experience working in construction law or personal injury an asset
4. Strong understanding of litigation procedures, rules of civil procedure, and court filing requirements.
5. Excellent organizational and time management skills, with the ability to prioritize tasks and manage multiple deadlines effectively.
6. Proficiency in Microsoft Office Suite and document management software.
7. Strong attention to detail and accuracy in work product.
8. Excellent written and verbal communication skills.
9. Ability to work independently as well as collaboratively in a team-oriented environment.
10. Flexibility and adaptability to handle changing priorities and work under pressure.

Hiring organization

Boost Legal Support

Employment Type

Full-time

Duration of employment

Permanent

Job Location

Calgary, Alberta

Date posted

January 9, 2025