

Boost Legal Support

<https://www.boostlegalsupport.com/job/litigation-legal-assistant-3-2-2-2/>

Legal Assistant (Float Team) – Resource Assistant

Description

Boost Legal Support is both a recruiting and temporary placement agency that supports legal assistants, paralegals and law firms.

Our client, a firm in downtown Calgary is looking for a legal assistant who has at least 5 years of experience working in a number of different areas of law for a resource/float legal assistant position. The position will be working in the following areas of law;

- Litigation
- Employment & Labour
- Commercial Real Estate
- Banking & Finance
- Corporate
- Corporate Securities
- Energy
- Tax

The law firm takes pride in their work culture and offers competitive salaries and benefits. They are a well respected national law firm.

Qualifications

Knowledge/Experience

- Intermediate to advanced knowledge of Microsoft Office programs (Word and Outlook);
- Understanding of Styles and proper paragraph numbering required;
- 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;
- Flexible;
- Excellent organizational and communication skills with the ability to adapt quickly 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 or equivalent experience;
- At least 5-10 years of **legal** experience;
- Comfortable drafting correspondence, preparing and filing documents;

- Ability to support various practice groups in a large firm setting. Areas of law include Litigation, Employment & Labour, Commercial Real Estate, Banking & Finance, Corporate, Corporate Securities, Energy, and Tax;

Hiring organization

Boost Legal Support

Beginning of employment

Immediate

Industry

Litigation

Job Location

Calgary

Date posted

April 17, 2023

- Understand basic accounting principles and are familiar with legal accounting software such as Aderant, PCLaw or EsiLaw.

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