

# Boost Legal Support

<https://www.boostlegalsupport.com/job/litigation-legal-assistant-4-2/>

## Litigation Legal Assistant

### Description

We are currently looking for an experienced Litigation Legal Assistant with approximately 4+ years of experience. The successful candidate will independently manage the daily activities of their lawyers' practices. Experience in some or all the following practices: General commercial litigation (this one is a must), class action, construction litigation, cyber security, insolvency. The candidate will have a strong work ethic, be collaborative, professional, adaptable, positive and interested in their work.

Only qualified candidates will be contacted.

### Responsibilities

- Handling all administrative duties such as email and calendar management, coordinating meetings, making travel arrangements, etc.
- Preparing and maintaining a bring-forward system, as well as providing appropriate reminders.
- Under legal professional supervision, preparing legal documents and correspondence according to precedents and/or instructions (drafting letters, revising draft documents, and preparing document comparisons).
- Entering time dockets.
- Liaising with Billing Coordinators for the monthly production of accounts.
- Ensuring all physical and electronic filing is organized and up to date on a regular basis.
- Delegating tasks to, and coordinating with, other administrative departments.
- Providing backup coverage in the absence of other assistants.
- Other duties, as assigned

### Qualifications

- Completion of a post-secondary Legal Assistant course.
- A minimum of 4 years experience as a Legal Assistant (large firm preferred).
- Experience in general commercial litigation is required; Experience in insolvency would be considered an asset.
- In-depth understanding of business and legal terminology.
- Solid computer and typing skills; proficiency in MS Office 365, Excel, Power Point, iManage DMS, Adobe Pro, etc

### Hiring organization

Boost Legal Support

### Beginning of employment

Immediate

### Job Location

Calgary

### Date posted

January 9, 2025