Boost Legal Support

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

Litigation Legal Assistant

Hiring organization
Boost Legal Support

Beginning of employment
Immediate

Job Location
Calgary

Date posted
January 9, 2025

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