

Boost Legal Support

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Intermediate Litigation Legal Assistant

Description

We are looking for a legal assistant who has experience working in **litigation** for a permanent position in a boutique law firm outside of the downtown core.

If you have troubles uploading your resume, please send same to jobs@boostlegalsupport.com with reference to this job posting.

We look forward to meeting you.

Qualifications

Knowledge/Experience

- Intermediate to advanced knowledge of Microsoft Office programs (Word 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 with the ability to adapt 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;
- At least 3 years of **litigation** experience;
- Comfortable drafting correspondence, preparing and filing pleadings;
- Familiar with reminder or limitation systems for deadline dates as dictated by the Rules of Court;
- Experience performing Court searches, scheduling various applications, questionings and court dates;
- Putting together briefs/factums, lists of authorities and books of authorities;
- Experience helping lawyers prepare files for court;
- 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.

Hiring organization

Boost Legal Support

Beginning of employment

Immediate

Job Location

Calgary

Date posted

December 1, 2021