

Litigation Legal Assistant

Our Calgary office has an immediate opening for a full-time Litigation Legal Assistant to join our team.

Position Overview

Our Litigation Legal Assistant is responsible for providing legal and administrative support to lawyers with general litigation practices. As a litigation legal assistant with 3-8 years' experience, your opportunity involves:

- Maintaining organized and complete files within an electronic document management system
- Managing correspondence, booking appointments and diarizing deadlines
- Managing incoming mail and e-mail
- Billings, appeals and other practice management tasks
- Coordinating the flow of documents between internal and external clients at all levels
- Working proactively and initiating follow up actions to expedite the flow of work
- Transcribing digital dictations
- Performing conflict searches, file openings and file closings
- Preparing, drafting and revising legal documents and letters independently with minimal direction
- Assisting with trial preparation, questionings and briefs as required

Our Ideal Candidate:

- Possesses an exceptional attention to detail
- Demonstrates exceptional time management and organizational skills
- Prioritizes customer service both internally and externally
- Maintains professionalism, confidentiality and discretion
- Has excellent verbal and written communication skills
- Demonstrates excellent problem-solving skills
- Is highly motivated, self-directed and proactive
- Is able to handle multiple tasks efficiently and work well independently with little supervision
- Has strong interpersonal skills which allows them to develop strong relationships with people across the firm

Key Qualifications and Education:

- Post-secondary diploma or certificate in accredited legal assistant or paralegal program and/or successful career history in the role of a legal assistant
- Minimum 3 years' experience in litigation
- Strong understanding of the litigation process, Rules of Court and filing procedures at various courts
- Strong computer skills

Litigation Legal Assistant Continued

What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Opportunities for growth, engaging work environment and lively social/staff committee
- A proven high quality of service and commitment to our clients and each other

Career Package:

We offer a challenging and progressive work environment together with an excellent compensation package.

Qualified and talented candidates may submit their resume and cover letter including career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Office Manager
1900 Eau Claire Tower
600 -3rd Avenue SW Calgary, AB T2P 0G5
E-mail: Calgaryhr@mross.com
mross.com