

Junior Corporate Paralegal

We have a dynamic team of paralegals who are highly motivated to provide exceptional support to our lawyers and clients. We are currently recruiting for a full-time Junior Corporate Paralegal to join our Edmonton office.

Position Overview:

Working within a team environment, our Corporate Paralegal is responsible to provide daily paralegal support to our Corporate, Commercial, Security Practice Group including drafting and preparing documents, and composing annual work.

Job Responsibilities:

- Organizing and maintaining client files and minute books
- Filing annual returns for our corporate clients
- Importing minute books to our electronic minute book platform
- Respond to daily inquiries from counsel and clients
- Further assisting Lawyers/Paralegals in transactions as needed

Our Ideal Candidate:

- Is a strong team player while having the ability to work independently
- Demonstrates strong time management and organizational skills
- Maintains professionalism, confidentiality and discretion
- Possesses good judgment with a high level of accuracy and strong attention to detail
- Has excellent verbal and written communication skills
- Is highly motivated, self-directed and able to prioritize and handle multiple deadlines in a fast-paced environment

Key Qualifications and Education:

- Post-secondary diploma or certificate in accredited legal assistant or paralegal program
- Personal Property Registry certification (APPRES) is an asset
- CORES Level 1 is an asset
- Strong computer skills including knowledge of Microsoft Office Suite i.e. Outlook, Word, Excel, PowerPoint as well as a document management system

Junior Commercial Paralegal

What you will find at McLennan Ross:

- A highly professional environment built on a strong culture and spirit of teamwork
- Proven high quality of service and commitment to our clients and each other
- A challenging and progressive work environment
- Opportunity for professional advancement
- An employer who is committed to equity, diversity and inclusion

Career Package:

We offer a challenging and progressive work environment together with an excellent salary/benefits package, including a matching pension plan and health spending account.

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

McLennan Ross, Human Resources
600 McLennan Ross Building
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4
E-mail: HR@mross.com

About McLennan Ross:

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

Junior Commercial Paralegal

Our Values:

1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at mross.com