McLENNAN ROSS
LEGAL COUNSEL

Legal Assistant—Floater

We have a dynamic team of support staff who are highly motivated to provide exceptional support to our lawyers and clients. We are currently recruiting for a full time Legal Assistant in our Edmonton office.

Position Overview:

Our Legal Assistant/Floater is responsible for providing legal administrative and clerical support to our lawyers in our specialty practice areas.

Job Responsibilities:

- Managing correspondence, booking appointments, and diarizing deadlines according to client and procedural deadlines
- Billings, opening and closing of files, and other practice management tasks
- Transcribing digital dictations
- Performing conflict searches in addition to other searches depending on the area of law
- Preparing, drafting and revising legal documents and letters independently with minimal direction
- Assisting with trial preparation, questionings and briefs as required

Our Ideal Candidate:

- Is a strong team player with a positive work ethic and attitude
- Must be results oriented and demonstrate exceptional time management, organizational and follow up skills
- Has excellent verbal, and written communication skills
- Has a high level of accuracy and strong attention to detail
- Must be able to work independently as well as within a team environment

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 of 2 years of experience working in a legal assistant role
- Experience working in various areas of law would be preferred

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Legal Assistant - Floater Continued

What you will find at McLennan Ross:

- A highly professional environment that is 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
- An employer who is committed to equity, diversity and inclusion

Career Package:

We offer a challenging and progressive work environment together with an excellent and competitive salary/benefits package commensurate with qualifications and experience.

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: human.resources@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.

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

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.