

Corporate Commercial Legal Assistant

Our Yellowknife office has an immediate opening for a full-time Corporate Commercial Legal Assistant.

Position Overview:

Our Corporate Legal Assistant is responsible for providing legal and administrative support to lawyers in our Corporate Commercial Law Practice Group. As a legal assistant, this opportunity includes:

- Preparing, drafting and revising legal documents and correspondence
- Working proactively and initiating follow up actions to expedite the flow of work
- Performing conflict searches, file openings and file closings
- Managing correspondence, booking appointments and diarizing deadlines
- Managing incoming mail and e-mail
- Regular interaction with clients and other lawyers
- Billing and other practice management tasks
- Maintaining organized and complete files within an electronic document management system.

Our ideal candidate:

- Demonstrates strong time management and organizational skills
- Has strong interpersonal skills and prioritizes customer service
- Maintains professionalism, confidentiality and discretion
- Has excellent verbal and written communication skills
- Demonstrates excellent problem solving skills
- Is highly motivated, self-directed and detail oriented
- Is able to handle multiple tasks efficiently and work well independently with little supervision.

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.
- Experience in a busy corporate commercial practice.
- Strong computer skills.

What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Flexible work hours, engaging work environment and lively social/staff committee

- A proven high quality of service and commitment to our clients and to 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:

Sonya Robinson, Office Manager
McLennan Ross
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