

November 17, 2019

Legal Administrative Assistant position

We are litigation lawyers in Vancouver focused on the resolution of complex business disputes. Our work is innovative and often on the leading edge of the law.

We have four lawyers and but only one LAA currently, and would like to hire another LAA or paralegal to join us. The focus is not on level of seniority, but on finding the right person to join the team.

We are genuine and decent people. We treat everyone with respect, including our clients, the other side, and each other.

This is a full-time position but we would consider part-time for the right applicant – we recognize that talented women in particular may be excluded from legal careers because of the challenge of balancing family and work in a traditional law firm model.

Qualifications

- Minimum 2 years of office experience in a professional environment
- Legal training is valuable but not necessary – with intelligence and interest you can learn how to do this job and we will help if you are the right person

Key Skills

- Very strong organizational and time management skills
- Strong interpersonal skills
- Strong attention to detail; ability to listen to and communicate details effectively
- A long term interest in a career in litigation support
- Strong keyboarding skills; knowledge of Word, Adobe, Excel, PC Law, and Summation
- Ability to maintain the security of sensitive and confidential information
- Ability to multi-task and establish priorities in a fast-paced environment, and to do so independently

Typical Duties & Responsibilities:

- Client file maintenance, including daily filing, opening and closing files, and maintaining a BF system
- Receiving and directing incoming telephone calls with grace and professionalism
- Maintaining pleadings and other binder updates
- Managing office supplies and office maintenance
- Updating and maintaining office organization to optimize space usage

- Scheduling dates with the court, clients, and other parties involved
- Compiling/creating Affidavits and Application Records
- Organizing and labeling Lists of Documents
- Organizing and boxing up materials for offsite storage
- Assisting with billings: ensuring invoices are printed, copying billings for accurate file records, preparing cover sheets for invoices, banking
- Performing litigation and other searches as requested
- Providing other general assistance as needed

How to Apply

Please submit the following, by email to assistants@fleminglawyer.com, by November 30, 2019:

- CV
- a comprehensive cover letter outlining your abilities in each of the key skill areas noted above

We will be conducting interviews in the week of December 2, 2019.