

Job Description

Job Summary

As a **Legal Assistant**, you will play an integral role, working as a team with other legal assistants to support the lawyers in this busy family law practice. You will provide support on a full range of family and aboriginal files. This exciting role is based in our Calgary office. We believe in a team approach that ensures the needs of our clients and lawyers are met at all times. We do not specifically assign Legal Assistants to lawyers, but rather to specific tasks to ensure continuity and career development as well as consistency in the office. We have heavily invested in technology and training and development.

We have processes in place which ensure we are predominantly paperless and can respond to any request with tight timelines. This role requires attention to detail and commitment to following office processes.

Training is provided weekly to all levels of staff to ensure standards and consistency are maintained.

This role will give you the chance to:

- Provide clerical and administrative support such as scheduling meetings, photocopying, drafting correspondence, preparing pleadings, creating/updating trial binders, etc.
- Maintain an effective diary system to help manage the lawyer's practice
- Work with all lawyers in the office to manage workflow, monitoring calendars and meeting various deadlines
- Interact with clients to schedule appointments; exchange / obtain information; communicate case progress as required
- Word processing and general office duties
- Prepare and organize financial and other disclosure
- Update knowledge by participating in educational opportunities

Required Education, Skills and Qualifications

The requirements

- Legal Assistant Certificate from a recognized post-secondary institution
- A minimum of 3 years' experience in the legal industry, with a solid background in family law and litigation
- Strong document management skills with the ability to learn and utilize various software programs
- Excellent attention to detail and sound proofreading skills
- Ability to prioritize and organize
- Ability to multi-task and work to tight deadlines
- Excellent communication, listening, organizational and interpersonal skills
- Ability to work independently, exercise sound judgment and take the initiative
- Demonstrate a disciplined approach to work

Company Profile

At **Mincher Koeman** you will be working in a forward thinking, energetic and supportive team. Using the latest IT systems to manage your cases from initial consultation to date of conclusion. Lawyers work collaboratively in the office of files each providing their specific skills to ensure the client's needs are satisfied in a timely manner. Our partners are approachable and committed to mentoring and supporting the growth of their lawyers.

Mincher Koeman has created a relaxed culture focusing on continuous learning that allows for personal and professional growth in your legal career. It is essential that we support one another and we will support your professional development.

Job Type: Full-time
Job Type: Full-time