



Litigation Legal Assistant



Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Calgary and Yellowknife, who is known for its practical, strategic, approach to legal and business problems. We have been recognized by *Chambers Canada* as the #1 regional law firm in the country, by *Canadian Lawyer magazine* as the #1 regional firm in British Columbia, Alberta and the territories since 2010, and our lawyers have received national and international recognition in numerous legal directories and publications. Our clients are leaders in the jurisdictions where we are located and around the world.

Although we thank all applicants for their interest in Lawson Lundell LLP, only shortlisted candidates will be contacted. No phone calls please.

Standard Responsibilities:

The Legal Administrative Assistant will assist two lawyers with their busy Litigation Practice. Duties will include document editing, daily correspondence, file maintenance and management, billing, maintaining a bring forward system, meeting deadlines and limitation dates, drafting and filing court documents, providing overflow assistance, and various general administrative duties.

Qualifications:

- Legal Administrative Assistant certification from an accredited institution.
- 2-3 years of previous litigation experience.
- Flexible and adaptable.
- Strong computer skills.
- Knowledge of general litigation rules and procedures.
- Able to organize and prioritize workload in a busy work environment.
- Exceptional interpersonal skills.
- Detail oriented and strong organizational skills.
- Dependable and punctual team player.
- Strong verbal and written English communication skills.

If you are a professional, motivated hardworking team player with a positive outlook and would like to share your expertise with us, please submit your resume with a cover letter to:

Contact Information:

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