



Float Legal Administrative Assistant

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife. The firm is recognized and respected by its peers in legal and business publications and was recently named one of BC's Top Employers for 2022. Business in Vancouver also recognized Lawson Lundell LLP as the fastest growing law firm in Western Canada.

Lawson Lundell LLP is seeking a Float Legal Administrative Assistant to join our Calgary office. The successful candidate is an enthusiastic and hardworking team player who would like exposure to various working groups within our firm, and build on their legal assistance experience. The regular working hours for this role are Monday – Friday, 8:30am – 4:30pm.

Standard Responsibilities

- Provide coverage to lawyers during absences of their regularly assigned assistant
- Liaise with other Legal Assistants, Paralegals, Lawyers and clients regarding file progress
- Document editing, file maintenance and management, time entry, billing, and managing a bring forward system
- Provide overflow assistance to Legal Assistants, Paralegals and Lawyers
- Other administrative duties as assigned

Qualifications

- 1 - 2 years of experience in a legal environment
- Legal Administrative Assistant certification from an accredited institution
- Exceptional aptitude in Microsoft Office
- Ability to multi-task, meet deadlines and solve problems in a fast paced environment
- Has the ability to work both independently and a part of a collegial team
- Excellent organization and time management skills
- Displays extraordinary customer service in a professional, mature and courteous manner
- Highly dependable and adaptable with great work ethic
- Exceptional interpersonal skills
- Strong verbal and written English communication skills



Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits** (50% covered by the employer): extended health, dental, vision, out of country, life, ad&d
- **Fitness Benefit:** reimbursement for fitness equipment or fitness membership
- **Paid Time Off:** vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year
- **Financial Benefits:** defined contribution pension plan matched by the firm, RRSP, TFSA, year-end bonuses and an employee referral bonus program
- **Fun Environment:** annual year end party, happy hours, staff appreciation week, and many other social events
- Flexible work hours
- **Awards:** long term service (bonuses & extra vacation)

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 Linda Kilkenney, Human Resources Advisor at lkilkenney@lawsonlundell.com.

What to expect

- A commitment to diversity and inclusiveness; we believe that fostering a diverse and inclusive workplace benefits both our firm and clients
- An environment where constant learning is encouraged
- A fun and collaborative work environment
- A team of unique individuals who will help take your skills and experience to the next level
- A commitment to providing a discrimination-free and harassment-free workplace environment

We support equal opportunities for all applicants and encourage all people of visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply.

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