



Senior Litigation Legal Administrative Assistant – Calgary

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 Senior Legal Administrative Assistant to join our Litigation Group in our Calgary office. The successful candidate is an enthusiastic and hardworking team player who would like to work within our busy Litigation department. The regular working hours for this role are Monday – Friday, 8:30am – 4:30pm.

Standard Responsibilities

- Assist assigned lawyers with their busy Litigation practices.
- Preparing correspondence, faxes, documents etc. using email instructions, copy typing and handwritten notes.
- Prepare litigation documents as required in support of applications, such as application records and Briefs of Authorities, file documents with registries as required.
- Assist in file/document management, including updating pleadings binders, ensuring all electronic and paper filing is complete and up to date
- Set trials, discoveries, etc. and prepare required documentation
- Responsible for full billing cycle to clients
- Managing a bring forward system to ensure follow-up and receipt of requested materials/documents
- Providing overflow assistance
- Various general administrative duties

Qualifications

- Legal Administrative Assistant certification from an accredited institution
- Minimum 6 years' of Litigation Legal Assistant experience
- Experience in the Provincial and Supreme Court, and the Court of Appeal
- Proficiency in Microsoft Office Applications
- Strong attention to detail
- Team oriented
- Highly organized
- Dependable
- Flexible and adaptable
- Exceptional interpersonal skills
- Strong verbal and written English communication skills



Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits:** 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 Kilkenny, Human Resources Advisor at lkilkenny@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

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