

# MCLENNAN ROSS

LEGAL COUNSEL

## Legal Assistant (Part-Time Evenings/Weekends)

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We have a dynamic team of support staff who are highly motivated to provide exceptional support to our lawyers and clients. We are currently recruiting for a part time Legal Assistant to join our Legal Support Services team for evening and weekend shifts in our Edmonton office.

### Position Overview:

Our Edmonton office offers legal administrative word processing to our lawyers and staff each evening throughout the week (except Friday) and on weekends on a part time basis.

Our Legal Assistant (Legal Support Services team) is responsible for providing legal administrative and clerical support to our lawyers in any of our specialty practice areas. Responsibilities include dictations, drafting letters and preparation of legal documents.

### Our Ideal Candidate:

- Possesses an exceptional attention to detail
- Has excellent written communication skills
- Maintains professionalism, confidentiality, and discretion
- Demonstrates exceptional time management and organizational skills
- Prioritizes customer service both internally and externally
- Demonstrates excellent problem-solving skills
- Is highly motivated, self-directed and pro-active
- Is able to handle multiple tasks efficiently and work well independently with little supervision

### Key Qualifications and Education:

- Post-secondary diploma or certificate in accredited legal assistant or paralegal program and/or successful career history in the role of a legal assistant
- Minimum 2 years' experience
- Experience working in multiple areas of law would be beneficial
- Strong technical skills including advanced knowledge of Office 365
- Experience working with a document management program would be an asset

### What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork.
- Proven high quality of service and commitment to our clients and each other.
- A challenging and progressive work environment.
- An employer who is committed to equity, diversity, and inclusion.

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### **Career Package:**

We offer a challenging and progressive work environment together with an excellent and competitive salary/benefits package commensurate with qualifications and experience.

Qualified and talented candidates may submit their resume via email and include a cover letter to include some career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Human Resources  
600 McLennan Ross Building  
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4  
E-mail: [jennifer.bell@mross.com](mailto:jennifer.bell@mross.com)

### **About McLennan Ross:**

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

### **Our Values:**

#### 1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

#### 2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

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3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at [mross.com](http://mross.com).