

## **Legal Assistant – Labour & Employment**

---

We have a dynamic team of support staff who are highly motivated to provide exceptional support to our lawyers and clients. Our Calgary office has an immediate opening for a full time Litigation Legal Assistant to join our Labour & Employment team.

### **Position Overview:**

Our Labour & Employment Legal Assistant is responsible for providing legal and administrative support to lawyers with busy labour & employment practices. Working closely with a team of lawyers and assistants in the same practice area, this role is the first point of contact for senior partner and requires exceptional communication and organizational skills.

### **Job Responsibilities:**

- Maintaining organized and complete files within an electronic document management system
- Managing correspondence, booking appointments and diarizing deadlines
- Managing incoming mail and e-mail including maintaining the inbox for a senior partner
- Billings, account follow up and other practice management tasks
- Coordinating the flow of documents between internal and external clients at all levels
- Working proactively and initiating follow up actions to expedite the flow of work
- Performing conflict searches, file openings and file closings
- Preparing, drafting and revising legal documents and letters independently with minimal direction
- Assisting with the organization and tracking of large volumes of documents

### **Our Ideal Candidate:**

- Possesses an exceptional attention to detail
- Possesses excellent verbal and written communication skills
- Maintains professionalism, confidentiality and discretion at all times
- 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 proactive
- Is able to handle multiple tasks efficiently and work well independently with little supervision
- Has strong interpersonal skills which allows them to develop strong relationships with people across the firm
- Intermediate to advanced skills in Adobe and/or Foxit

## Legal Assistant – Labour & Employment Continued

---

### 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 5 years' experience in litigation
- Strong understanding of the litigation process, Rules of Court and filing procedures at various courts
- Strong technical skills including advanced knowledge of O365
- Experience in labour relations and/or with the Alberta Human Rights Commission is considered an asset

### What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- The opportunity to continue to develop litigation and advocacy skills, among a highly skilled team of litigators, in a mentoring environment
- Proven high quality of service and commitment to our clients and each other
- Competitive compensation and benefits package

### 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:

1900 Eau Claire Tower  
600 -3rd Avenue SW Calgary, AB T2P 0G5  
E-mail: [Calgaryhr@mross.com](mailto:Calgaryhr@mross.com)  
[mross.com](http://mross.com)

## Legal Assistant – Labour & Employment Continued

---

### **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.

#### 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).