

Labour and Employment Legal Assistant

McLennan Ross LLP, a well-established law firm committed to serving the legal needs of Albertans and Northerners, is rated by Canadian Lawyer magazine as one of the top ten law firms in Western Canada. Founded over 100 years ago, McLennan Ross has grown today to more than 100 lawyers and an extensive support staff, with offices in Edmonton, Calgary and Yellowknife.

What separates McLennan Ross from other law firms is our ability to see "beyond the law" - recognizing and appreciating how legal difficulties can significantly impact a client's life and their business. Strategic thinking, grounded in a solid understanding of the realities of the business world and basic common sense, is a hallmark of McLennan Ross.

Our Calgary office has an immediate opening for a Labour and Employment Legal Assistant to join our team.

Position Overview

Our Labour and Employment Legal Assistant is responsible for providing legal and administrative support to lawyers with a focus in labour and employment practice area. As a Legal Assistant with 5 - 8 years' experience, your opportunity involves:

- Preparing, drafting and revising legal documents and letters independently with little direction
- Assisting with hearing preparation, investigations and briefs as required
- 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 in the practice group
- Transcribing digital dictations, opening and closing files
- Managing correspondence, booking and diarizing appointments
- Managing incoming mail and e-mail, account billings and daily filing
- Working in a paperless environment and making recommendations for efficiencies in the practice group

Our ideal candidate:

- Is a strong team player with a positive work ethic and attitude
- Has an exceptional attention to detail
- Demonstrates exceptional time management and organizational skills
- Possesses exceptional customer service skills both internally and externally
- Maintains professionalism, confidentiality and discretion
- Has excellent verbal and written communication skills
- 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

Labour and Employment Legal Assistant 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 will be considered
- Minimum 5 years in labour and employment area of law
- Experience in Labour and Employment will be an asset
- Strong computer skills including knowledge of Microsoft Office Suite i.e. Outlook, Word, Excel, PowerPoint as well as document management systems

What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Opportunities for growth, engaging work environment and lively social/staff committee
- A proven high quality of service and commitment to our clients and each other

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
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600 3rd Avenue SW
Calgary, AB T2P 0H5
E-mail: Calgaryhr@mross.com
www.mross.com