

Opportunity for a Litigation Legal Assistant in Calgary

Mathews Dinsdale & Clark LLP is seeking a **Litigation Legal Assistant** with exceptional qualities to join our team in Calgary.

Mathews Dinsdale is Canada's only coast to coast national boutique law firm specializing in Labour & Employment law with offices in Calgary, Toronto, Vancouver, Victoria, Halifax, Fredericton, Sarnia and Sault St. Marie.

We are looking for a person to work with our team of lawyers in Calgary as well as collaborating with members of our firm across Canada. We offer a dynamic, interesting, and fun environment.

Preference will be given to those applicants who have 5+ years' previous experience as a Litigation Legal Assistant. The successful candidate will possess strong interpersonal skills, and the ability to multi-task successfully. Practice and client management skills are also a must.

Key Areas of Responsibilities

- Supporting multiple lawyers in an established management workplace law practice including Employment (civil litigation), Labour, Occupational Health and Safety (OHS) and Workers' Compensation.
- Prepare, draft and transcribe correspondence and legal documents, schedule meetings and/or co-ordinate appointments as required, organize and maintain physical client files as well as on the document management system, perform clerical, administrative and general office duties including calls and correspondence from clients, assist in other duties as assigned.
- Enter daily time dockets and prepare monthly client accounts and disbursements for billings.
- Organize the work and schedules of the lawyers as needed to ensure that deadlines are met, ensure appropriate follow-ups are done and that clients receive excellent service. Carry out job functions efficiently and accurately including when under certain tight time frames.
- Work together with the team to perform reception and office management duties, including but not limited to, greeting clients and answering telephones, setting up and cleaning up meeting rooms, receiving and distributing incoming mail and couriers.
- Demonstrates initiative and resourcefulness, work independently, be well organized and proficient with Microsoft Office including Word, Outlook, and Excel.

Role Requirements

- 5+ years' work experience as a litigation legal assistant and be proficient in Alberta Court processes
- Strong communication skills
- Detail oriented
- Punctual, hardworking and efficient with excellent judgment
- Maintain a high level of accuracy and productivity in a fast-paced work environment
- Must have basic to intermediate accounting skills
- Ability to take initiative by going the extra mile to add value for our clients' sake

This position is a full-time position, Monday through Friday, with the potential to work remotely one day per week on our rotating, scheduled, basis. It includes a competitive salary as well as group benefits and inclusion in a defined pension plan.

If you are interested in this opportunity, please forward your resume and contact information in confidence to Trisha Reid at treid@mathewsdinsdale.com