

# Litigation Assistant

Longstone Law Corporation is a growing law-firm in downtown, Campbell River.

We are currently looking for a full time Litigation Paralegal.

If you are looking to join a friendly team of professionals, look no further!

Ideal qualifications:

- At least two years experience in civil and/or family litigation;
- Efficient organizational ability with strong attention to detail;
- Knowledge of standard office programs including all Microsoft 365 Office Programs and the Windows platform;
- Excellent interpersonal skills and initiative;
- Be a motivated, positive team-player;
- Strong written and verbal communication skills;
- Ability to work independently, prioritize and meet urgent deadlines; and
- No dog allergies.

Duties include, but not limited to:

- Corresponding with clients via email and telephone;
- Drafting legal documents, and preparing court documents;
- Diarizing and following up on important dates and deadlines;
- Preparing drafts of letters, memos and invoices;
- Providing relief reception coverage;
- Arrange meetings and handle calendar management; and
- Booking mediations, examinations and pre-trials.

Job Types: Permanent, Full-time

Salary: \$25.00-\$32.00 depending on experience.

Benefits:

- Porter, the Company Labrador Retriever;
- Positive mentoring;
- Support for continued professional development;

- Personal Health Spending Program
- Two weeks paid vacation
- Performance Bonus
- Employee and Family Assistance Program – providing no-cost counselling

Schedule:

- 08:30 to 16:30 with one hour lunch break
- Monday to Friday
- No weekends or statutory holidays