

EXPERIENCED Litigation Legal Assistant required.

EXPERIENCED and motivated assistant to join a large full-service law firm in Victoria (Shoal Point, at Fisherman's Wharf) to assist two directors with busy civil litigation practices.

Position Responsibilities Include:

- Managing all administrative tasks;
- Transcribing dictations;
- Drafting and formatting correspondence, lists of documents, and court filings;
- New file openings and file closings;
- Preparing for trial, applications, appeals and examinations for discovery;
- Booking appointments, setting discovery dates, scheduling various hearings;
- Organizing and executing service of court documents, managing service lists and drafting affidavits of service;
- Assisting with reviewing and assembling documentary evidence;
- Conducting BC Online searches and filings;
- Managing monthly billing;
- Expense requisitions;
- Liaising with clients, counsel, courts and other institutions;
- Managing filing and file organization, both electronic and paper;
- Handling and prioritizing workload independently;
- Meeting strict deadlines;
- Other duties as assigned.

Requirements:

- 3+ years Litigation Experience preferred;
- Strong technical skills.
- Excellent communication skills.
- MS Word, Excel, Outlook, Adobe, and dictation software;
- Organized and meticulous with follow-up and detail;
- Willing and able to take initiative, prioritize and multitask.

Full benefits package available.

Please email resume directly to:

Kevin Benn, Office Manager
Pearlman Lindholm
#201-19 Dallas Road
Victoria, BC V8V 5A6

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