

Paralegal – Litigation Support

Full Time Position

Location: Downtown Edmonton

Parlee McLaws LLP is seeking an experienced **Litigation Support Paralegal** to join our team. Experience in civil litigation and insurance defence are assets. This role is located at our **downtown Edmonton** office with hours of work as **Monday to Friday, 8:00AM – 4:30PM (37.5 hours/week)**.

The successful candidate is a **self-starter** who is **highly organized** with **excellent attention to detail**, and the ability to **take files to the next level** independently and in collaboration with lawyers.

Key requirements:

- **Minimum 5 years** of relative experience in a **litigation role** (equivalent combination of education and/or experience may be considered)
- Experience and/or certification with **electronic discovery (E-Discovery) database programs** (i.e. Summation Pro, Eclipse, Local or similar software)
- Perform all aspects of **case, matter, calendar, and document management** as the paralegal on a matter team, as needed
- **Liaise with lawyers** on large projects and electronic discovery files
- **Interact with outside entities** (i.e. courts, government agencies, expert witnesses, vendors, and other law firms) to gather information or coordinate activities as needed
- **Collect & analyze documentation** to determine privilege and relevance, and prepare Affidavits of Records
- **Highly organized** and **pro-active approach to meeting deadlines** while producing **accurate quality work**
- Strong **client service** and **relationship building**

Other requirements:

- Post-secondary education from a recognized Legal Assistant/Paralegal program (equivalent experience may be considered)
- Meet Firm and department expectations of billing practices and targets
- Review transcripts and maintain statuses with respect to undertakings
- Adapt to changing priorities and effectiveness in a high-volume work environment

- Fluency in English - speaking, reading, and writing (additional languages are an asset)
- Intermediate to advanced knowledge of Microsoft Office and other software (e.g. Worldox, Elite 3E, Remindex, SpeechExec, Adobe or similar programs)

Compensation, Benefits, and Perks

Compensation for this role **aligns with the required experience**. The competitive salary is accompanied by a **comprehensive benefits package** that includes, but is not limited to:

- Extended health & dental
- Healthcare Spending Account
- Pension contribution matching
- Paid time off in addition to annual vacation
- 24/7 Employee Assistance Program
- "Dress for Your Day" dress code (depending on the day's responsibilities)
- Work from home 1 day per week (hybrid)

Our location in the **Enbridge Centre** provides access to an **on-site gym**, conference centre, and a variety of events and **perks**.

Who We Are

Parlee McLaws LLP is a regional law firm with Alberta roots extending back more than 135 years with a work environment that encourages and supports ongoing professional development through peer mentoring and outside education.

Our active **Health & Safety, Social, Charity, and Diversity, Equity, & Inclusion Committees** connect us to each other and to the community at large.

Learn more about us here: [Parlee McLaws LLP Law Firm](#)

Interested?

Your application will be confidential, and we look forward to hearing from you! **Please submit your cover letter and resume in a single PDF file**, to hredmonton@parlee.com.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

****Please note, we do not accept unsolicited resumes from recruiters.**