



Part time Legal Assistant – Calgary office

Are you someone who has recently retired from your paralegal / legal assistant role? And now, you're looking for something to keep you in the legal game without the high paced pressures of your full-time role?

We have just the right opportunity for you!

We are looking for someone who can:

- Assist our Real Estate Paralegals with:
 - LTO and Tax Searches
 - Preparing DRR's to submit Discharges to LTO
 - Providing general real estate assistance
- Create Reporting / Closing Binders
- File management and administration
- Assist with large photocopying, scanning and filing jobs

Who is WBA Law?

Our firm is built on a foundation of integrity and individualized attention. WBA Law LLP is a full-service law firm that has proudly served clients in Calgary and surrounding areas since 1969. Our Practice Areas include: Banking & Finance, Business law, Construction, Real Estate, Wills and Estates. WBA has a collaborative and dynamic team environment where high calibre legal work is performed in a collegial and supportive atmosphere that fosters and encourages flexibility and creativity <https://www.wbalaw.ca/>.

Your Qualifications:

- Work experience (minimum 15 years)
- Attention to detail
- Highly organized
- Dependable, able to work independently
- Experience with Alberta Land Titles and PPSA searches
- Experience with PC Law and NetDocuments is an asset but not a deal breaker
- Team oriented
- Flexible and adaptable

If this sounds like an opportunity you would like to explore, please submit your resume with a cover letter to Cindy Hume, Manager of Administration chume@wbalew.ca.

We support equal opportunities for all applicants and encourage all people of visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity, or expression to apply.