

Corporate Services Paralegal Supervisor (CORES III)

Full Time Position
Location: Edmonton

Parlee McLaws LLP is seeking a **Corporate Services Paralegal Supervisor** with **CORES III** certification and experience to join our team. This role is located at our **downtown Edmonton** office which operates **Monday to Friday from 8:00 am to 4:30 pm**.

The successful candidate is a **self-starter** with **at least 8 years as a paralegal** within a corporate practice combined with **at least 4 years of successful supervisory experience**. You will perform paralegal work and **oversee the Corporate Services paralegal support team**, providing training and development, along with guidance and assistance as needed, (especially on more complex projects) to members of the team.

Key requirements:

- **CORES III Certification** accompanied by **a minimum of 5 years of relevant experience** consistent with tasks expected of the certification (equivalent combination of education and/or experience *may* be considered)
- **Proven supervision and development** of teams (including annual performance reviews) of up to 4 paralegals
- **Effectively liaise between lawyers and team members** to ensure paralegal services meet expectations
- **Intermediate to advanced proficiency** with **ALF software, Microsoft Office Suite** and other electronic database programs (Worldox, NetDocs, and 3E Elite are assets)
- Dedicated to **following processes** while **analyzing** and applying **critical thinking** and **problem-solving** in carrying out responsibilities
- Performs all aspects of case, matter, calendar, and document management as a paralegal on a matter team as required
- Successfully **interact with outside entities** (i.e. government agencies, vendors, and other law firms) to gather information or coordinate activities as required

Other requirements:

- **Meets Firm and department expectations** of billing practices and targets
- Substantial **reliability and adaptability** accompanied by a **professional demeanor and conduct**

- **Highly organized** and **pro-active approach to meeting deadlines** while producing **accurate quality work**
- **Post-secondary education from a recognized Legal Assistant/Paralegal program** (equivalent experience may be considered)

Compensation, Benefits, and Perks

Compensation for this role **aligns with the required experience** 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)
- 4 days in office with option of 1 day of work from home

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 committees** which include Health & Safety, Social, Charity, and Diversity, Equity, & Inclusion, connect us to each other and to the **community** at large.

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 document** to the attention of 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.**