



Advertisement for Personal Injury Law Legal Assistant

Merchant Law Group LLP is seeking a junior or intermediate-level Legal Assistant to join our team. The successful candidate will thrive in a busy, challenging work environment and will be responsible for managing a high volume of requests, collaborating with team members, meeting strict deadlines, and consistently producing high-quality work. The ideal candidate will possess a strong work ethic, keen attention to detail, a confident personality, the ability to maintain client confidentiality, and exceptional problem-solving skills, and will be comfortable working in a fast-paced, dynamic workplace.

Location: Calgary

Education and Qualifications:

- A Legal Assistant Certificate, Legal Assistant Diploma, or Paralegal Diploma is required. Equivalent combinations of education and experience may be considered.
- Ability to take direction, work independently with minimal supervision, and apply knowledge and skills throughout all stages of a personal injury file.
- At least two years of legal assistant experience working in personal injury law.
- Positive, upbeat attitude with the ability to work collaboratively and professionally within a dynamic team environment.
- Quick learner with a demonstrated interest in developing skills, expanding knowledge, and improving operational efficiencies.
- Strong interpersonal and communication skills, both verbal and written.
- Exceptional organizational and time management skills.
- Accountable and reliable, with a commitment to producing quality work in a timely manner.
- Critical and strategic thinker with strong research and problem-solving abilities.
- Proficient with Microsoft Office Suite.

Please send your application to tkannanavakal@merchantlaw.com with the subject line: Application for Legal Assistant.