

Paralegal

Preszler Injury Lawyers

Calgary, Alberta, Canada (On-site)

Legal Assistant/Paralegal

At Preszler Law Firm, we believe our people, our culture and the way we do business is important. That's why when we hire; we look for a combination of fit and skills.

We have an exciting opportunity to join as a hybrid Legal Assistant/Paralegal working in the Litigation Department based in Calgary. Your role will include but are not limited to the following:

Main Tasks and Responsibilities:

- Preparing, editing, and proofreading correspondence
- Inputting data into FileVine for limitation tracking
- Arranging questioning, mediations, pre-trial, and settlement conferences
- Pre and post preparation for questioning, mediations, and pre-trials
- Handling incoming mail
- Maintaining lawyer's calendar
- Drafting pleadings
- Reviewing and organizing Mediation Briefs
- Managing files through all stages of the legal process
- Drafting routine correspondence and memos
- Ensuring court filings are completed in an accurate and timely manner
- Requisitioning cheques for payment of invoices and court fees
- Assisting with intake calls from prospective clients
- Maintain regular contact with clients
- Other duties as assigned

Experience and Qualifications:

- Legal Assistant or Paralegal Diploma required
- Legal Experience – Minimum 5 years personal injury experience recommended
- Highly proficient with digital file-management systems and legal technology platforms, with the ability to quickly learn and adapt to new tools
- Have excellent time management and organizational skills and the ability to work independently
- Be empathetic with an effective ability to build rapport with clients
- Excellent accuracy and the ability to exercise initiative and good judgement
- Flexible and adaptable to changing work demands, volumes and schedules
- Other clerical and administrative support duties as directed by the management and/or legal team

- Preferred knowledge of the processes for the Office of the Public Trustee, Workers' Compensation Board and Motor Vehicle Accident Claims Fund
- Knowledge and understanding of the Alberta Rules of Court

We offer a friendly work environment, a competitive salary, and a benefits package. This is a full-time position with flexibility to work hybrid after 3 months.

We thank all applicants however only candidates selected for an interview will be contacted.

Job Type: Full-time, Permanent

Benefits:

- Dental care
- Extended health care
- On-site gym
- Paid time off
- Work from home

Schedule:

- 8 hour shift
- Mon-Fri

Work Location: In person, Hybrid after 3 months