

Corporate Services Paralegal (CORES II)

Full Time Position
Location: Edmonton

Parlee McLaws LLP is seeking an experienced **Corporate Services Paralegal** to join our team. This role is located at our **downtown Edmonton** office.

The successful candidate is a **self-starter** with **at least 2 years** within a corporate practice, demonstrating **elevated efficiency** and **accuracy** and the **ability to work on files** with Business Services lawyers.

Key requirements:

- **CORES II Certification** accompanied by **at least 2 years of relevant experience** consistent with tasks expected of the certification (equivalent combination of education and/or experience *may* be considered)
- **Post-secondary education from a recognized Legal Assistant/Paralegal program** (equivalent experience may be considered)
- **Intermediate to advanced knowledge** of **Microsoft Office Suite** as well as **ALF** and other electronic database programs (Worldox and 3E Elite are assets)
- **Critical thinking** and **problem-solving** skills with a pro-active mindset
- Perform all **aspects of case, matter, calendar, and document management** as a paralegal on a matter team as required
- Proven skills with **Minute Book reviews** and filing of **Annual Returns**
- Successfully **interact with outside entities** (i.e. government agencies, vendors, and other law firms) to gather information or coordinate activities as required
- Curious mind that **learns quickly**, then **retains & applies** the learning
- **Highly organized** and **pro-active approach to meeting deadlines** while producing **accurate quality work**
- **Fluency in** speaking, reading, and writing **English** (additional language skills are an asset)
- Strong **client service and relationship building** skills
- The hours of work are **Monday to Friday, 8:00AM – 4:30PM (37.5 hours/week)**

Other requirements:

- Substantial **reliability and adaptability** accompanied by a **professional demeanor and conduct**
- Handling of **confidential** information in an **ethical** and **professional** manner

- **Problem-solving** skills with a pro-active mindset
- Effective **collaboration & efficiency** as a part of a team
- **Meets Firm and department expectations** of billing practices and targets
- Understanding of **basic accounting principles**

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)
- Hybrid Work – 4 days in office, 1 day remote (after successful completion of training during the probation period)

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.

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.**