

Job description:**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.

What's in it for you?

When you join us, you become part of a collaborative environment that values your well-being, your growth, and your ability to thrive both in and out of the office. Here's what you can look forward to:

- Comprehensive Health Benefits – Enjoy extended health coverage, including dental care, to help you feel your best every day.
- On-Site Gym – Stay active and energized with convenient access to fitness facilities right at the office.
- Paid Time Off – Take the time you need to recharge, rest, and maintain a healthy work-life balance.
- Hybrid Flexibility – After three months, benefit from the option to work from home part-time while still being connected to our Calgary team.
- Supportive Culture – Join a firm that values people, encourages growth, and fosters a friendly, team-oriented workplace.

What will you do?

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

Location:

This role follows a hybrid model and requires three days per week in the Calgary office. To ensure strong collaboration and support for our team, **remote applicants will not be considered at this time.** Candidates must reside in Calgary or the surrounding area.

Benefits:

- Casual dress
- Company events
- Dental care
- Employee assistance program
- Extended health care
- On-site gym
- Paid time off
- Work from home

How to Apply:

Interested applicants can submit their resume to sgiorgini@preszlerlaw.com. We thank all applicants however only candidates selected for an interview will be contacted.