



Legal Assistant – Litigation

Cooper Regel is hiring a Litigation Legal Assistant to support active litigation files in our Sherwood Park, Alberta office. Our preference is to hire someone with experience in a legal assistant role, ideally in litigation. That said, we're also open to a recent graduate who demonstrates initiative, strong critical-thinking skills, an outstanding work ethic, and a genuine desire to build a career in the legal profession. For the right candidate, we're prepared to provide training and mentorship. The ideal candidate is highly organized, detail-driven, and comfortable managing multiple litigation matters with a degree of independence in a fast-paced practice.

About Us

COOPER REGEL LLP operates out of Sherwood Park, AB and Yellowknife, NT, proudly serving clients throughout Alberta, the Yukon, the Northwest Territories, and Nunavut. We frequently visit northern communities, delivering tailored legal solutions across a wide range of practice areas. We're a dynamic and collaborative team dedicated to delivering exceptional legal services in both traditional and remote settings.

What you'll do

- Prepare and coordinate service of court documents (notices, affidavits, correspondence, etc.)
- Track deadlines, court schedules, and next steps across multiple files
- Liaise with court registries/clerks, opposing counsel, and process servers
- Support lawyers with drafting, proofreading, filing logistics, and file communications
- Maintain accurate, up-to-date task lists and file notes in internal systems; monitor progress and follow up on outstanding items
- Coordinate remote/in-person court logistics (time zones); assist with calendars/meetings
- Exercise sound judgment on timing and escalation of file communications; identify issues requiring lawyer review and manage interim steps
- Proactively manage files to keep matters moving forward, anticipating next steps
- Act as a central point of contact on assigned files, ensuring continuity and clear internal communication

What we're looking for

- Litigation legal assistant experience preferred; however, we will consider an exceptional recent graduate who demonstrates strong initiative, sound judgment, and a genuine desire to learn.
- A proactive, "go-getter" attitude with the ability to think critically, solve problems, and anticipate next steps.
- Strong knowledge of court procedures
- Excellent communication, professionalism, and discretion
- Comfortable handling sensitive client situations and confidential litigation matters with discretion
- Proven ability to prioritize, follow through, and work independently as well as part of our amazing team
- Experience with remote / northern court matters is an asset

★ How to apply

Send your resume and a brief letter of interest to Careers@CooperRegel.ca. Please include your anticipated start date, and tell us your favourite thing about Canadian winters (or how you survive them!).
#attentiontodetail