



# Legal Assistant - Litigation

- 2 County Ct Blvd, Brampton, ON L6W 3X7, Canada
- Full-time

## Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

## Job Description

Friendly, prominent Brampton law firm requires your enthusiasm and 3+ years of experience.

### Required to perform some or all of the following duties

- Prepare and key in correspondence, and legal documents, such affidavits and briefs, from handwritten copy, shorthand and machine dictation using computers
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage
- Schedule appointments, meetings and conferences for employer
- Set up and maintain filing systems, utilizing knowledge of legal records and procedures and frequently controlling confidential materials and documents
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information internally and with other departments or organizations
- Determine and establish office procedures and routines
- May perform other general office work as required including preparing financial statements.
- Prepare, compile, file documents, court forms
- Responsible for follow up with lawyers concerning work activities
- Apply proofreading, editing skills, organize/maintain large complex real estate and family law litigation files, etc.
- Preparing and editing correspondence and legal documents (including motion records, affidavits of documents, factums and book of authorities).
- Provide support to other lawyers and staff as required
- Maintaining calendars, scheduling related to court material
- Client intake as well as opening and closing files
- Other administrative duties as required

## Qualifications

### Experience, Skills & Qualifications

- Minimum of 3 years of experience as a family/real estate litigation assistant
- College Diploma in Legal Administration
- Strong technical skills and experience with Microsoft Office Suite, PC Law, DivorceMate, Conveyancer and Terraview
- Strong verbal and written communication skills with ability to interact professionally with all levels of staff and clients
- Excellent organizational skills, with the ability to multi task and work well under pressure
- Ability to manage multiple priorities while paying attention to detail
- Excellent interpersonal and client service skills, strong initiative and exceptional ability to work with minimal supervision and in a team oriented atmosphere

## **Additional information**

All information will be kept confidential according to privacy guidelines.

Matrix is an equal opportunity employer. We recruit and hire the most qualified applicants and employees without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status. We value diversity in our workforce and in our community and are committed to providing equal opportunities in services, access to services and employment opportunities. Our employees and applicants have equal opportunity for employment, training, and promotion and we welcome all applicants to apply.