

Job offer

Legal Assistant

You are a motivated and organized individual who enjoys working individually and as part of a team? You have experience in a legal or office setting? We want to meet you! We are recruiting a family law and real estate legal assistant to join our dynamic and motivated team. While we work smart at the office, we also enjoy having fun together during social activities and we hope you do too!

Here is an overview of the variety of stimulating responsibilities that are waiting for you:

- Supporting lawyers in preparing pleadings, agreements and various legal documents;
- Supporting lawyers in preparing purchase, sale and refinance files;
- Using problem-solving skills on a daily basis to help lawyers find creative solutions to our client's legal issues;
- Communicating with clients throughout all steps of a file or legal proceeding;
- Helping lawyers manage their schedules;
- Determining, documenting and complying with any limitation dates as the apply.

Does this sound interesting to you? Here is what an ideal candidate looks like:

- Having 1-2 years' experience in a legal setting and an understanding of the Family Law Rules and/or assisting in real estate files
- Organized, resourceful and self-sufficient
- Experience with the public and customer service
- Able to manage and prioritize competing demands
- Knowledge of Word, Excel, Adobe software and knowledge of LawyerDoneDeal, Teraview and/or DivorceMate (would be an asset)
- Previous experience with ESI Law would be ideal
- An ability to create order in a fast-paced environment
- Excellent oral and written abilities in both French and English
- An ability to document knowledge and then share that in a meaningful way
- A love of feedback! Both in terms of giving and receiving.

Thank you for applying with our firm, we truly value your time and interest. Please note that your application will remain confidential.

We offer competitive compensation between \$45,000 and \$55,000 per year, or based on your years of experience, and we offer generous medical and dental group benefits. Please address your cover letter and CV to Kim Lanthier (kim@reitanolaw.ca).