

LEGAL ADMINISTRATIVE ASSISTANT

Meridian Law Group is a full-service litigation law firm focusing on commercial, estate, family and personal injury litigation. Located prominently in the heart of a downtown Vancouver in the Nelson Square building, the firm has been a cornerstone of the legal community for over 30 years.

We are currently seeking a Legal Administrative Assistant to join our personal injury and insurance litigation group. This position will appeal to candidates who are looking for an opportunity to work with a close-knit team of lawyers and paralegals who want to expand and develop their legal skills.

The Role

- Initiate file opening and maintaining client contact information.
- Drafting and sending correspondence.
- Managing electronic email correspondence and documents.
- Coordinating and scheduling appointments.
- Maintaining an active bring forward system to ensure limitation dates are met.
- Handling client billing and accounting matters.

Skills and Abilities

- Successful completion of an accredited Legal Administrative Assistant program.
- 5+ years of experience as a Legal Administrative Assistant or similar administrative experience.
- Strong technical skills including proficiency with Word and Outlook. Experience with Primafact, and Soluno would be considered a bonus.
- Strong verbal, written, and interpersonal skills.
- Ability to work independently while being a team player.
- A client-centred approach with a commitment to providing outstanding service.
- Effective time management and organizational skills and the ability to follow instructions.

Compensation and Perks

In addition to a competitive salary, we offer a variety of benefits, including:

- Firm-paid extended health and dental benefits for you and your dependents.
- Firm-paid Life and AD&D insurance.
- Long-term disability.
- A health and wellness spending account to assist with medical expenses outside of our group coverage.

- Paid sick and personal days.
- Annual transit/parking allowance.
- Annual bonus.
- Semi-annual work events.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.