

LITIGATION PARALEGAL

Meridian Law Group is a full-service litigation law firm focusing on commercial, estate 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.

Meridian Law Group is currently seeking an intermediate litigation paralegal to work with two lawyers in our Commercial Litigation and Personal Injury practice groups.

The Role

- Review and organization of file materials.
- Preparation of initial pleadings including Responses, List of Documents, Application material and Affidavits.
- Draft and maintain file information summaries and chronologies.

Skills and Abilities

- Successful completion of an accredited Paralegal program.
- 5+ years of experience as a Paralegal.
- Strong technical skills including proficiency with Word and Outlook. Experience with Worldox, 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 range of \$75,000 - \$85,000, 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.
- Remote and flexible work schedule.

- Semi-annual work events.

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