

Legal Administrative Assistant – Estate Litigation

Meridian Law Group is a full-service litigation law firm located prominently in the heart of downtown Vancouver. For over 30 years, the firm has been a cornerstone of the British Columbia legal community with a reputation for quality client service and exceptional advocacy.

We are currently seeking a Legal Administrative Assistant to join our Estate 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.

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 & Abilities

- Successful completion of an accredited Legal Administrative Assistant program
- 2+ years of experience as a Legal Administrative Assistant or similar administrative experience
- Strong technical skills including proficiency with Word and Outlook. Experience with iManage 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 & Perks

- Firm-paid Life insurance and Extended health & Dental benefits for you and your dependents
- Long-term disability insurance
- 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
- Semi-annual work events

Salary: \$55,000 - \$70,000 depending on experience

Please direct your resume to **Liene Larsen** at lgl@meridianlawgroup.ca. We thank all applicants for their interest; however, only those selected for interviews will be contacted.