

Legal Assistant

Work in a dynamic, rewarding environment with real career potential. We are looking for a motivated, well organized person to join our team in the Litigation area in our Regina office.

Employees of our firm enjoy many benefits such as:

- Exceptional compensation and benefits package including a Group RRSP
- Earned days off
- Opportunities for professional growth
- Flexible work hours

What we look for:

- People who demonstrate initiative, think creatively, and can work efficiently within a team setting or independently as required
- Ability to work with minimal supervision
- Professional integrity including confidentiality
- Collegial with colleagues and clients
- Excellent work ethic with a good attendance record

Position requirements:

- Training or experience as a legal assistant or equivalent experience
- Excellent communication and interpersonal skills
- Strong grammatical, proofreading, and organizational skills
- Strong proficiency in Word, Excel and Adobe
- Skills to prioritize and ability to work on several project at once
- Experience working on high volume projects with time sensitive deadlines and confidential materials
- Use of a Dictaphone for transcription

Stand-out qualifications:

- Minimum 2-3 years of experience in an legal environment or equivalent experience
- Great attention to detail and accuracy
- Experience with the Litigation process
- Experience in independently drafting basic legal documents and reports

Please submit your resume in confidence to **Marni Renner** (mrenner@mcdougallgauley.com), by June 17th, 2019. We appreciate the interest of all candidates; however, only those under consideration will be contacted.