

INTERMEDIATE TO SENIOR LEGAL ADMINISTRATIVE ASSISTANT - FAMILY LAW

We are currently recruiting for an intermediate to senior level Legal Administrative Assistant to join our Family Law practice group. The successful candidate will be able to work in a team and will also be able to work in other areas of insurance law.

Qualifications required:

- 5 or more years of litigation experience as a Legal Administrative Assistant;
- Several years of current experience working in a family law practice;
- Knowledge of the new Family Law Act (2013);
- Excellent grammar, spelling and proofreading skills;
- Very strong organizational skills;
- The ability to prioritize work and meet tight deadlines;
- A professional demeanour;
- A solid knowledge of MS Office; and
- Knowledge of iManage, Divorce Mate and Elite would be considered an asset.

To apply for this position, please submit your resume via email to HR Assistant, **Dewi Kuipers** (dkuipers@ahbl.ca).

All submissions will be acknowledged; however only those selected for an interview will be contacted.