

## **Pushor Mitchell Paralegal**

### **Who we are:**

Pushor Mitchell LLP is a full-service law firm located in Kelowna, British Columbia. We are the largest firm outside the lower mainland, with a team of some of the region's most skilled and talented legal professionals, including more than 35 lawyers and over 100 staff. Providing advice and legal services across a diverse range of practice areas, our firm delivers relationship-driven legal excellence for all our clients' needs. Our core values include our commitment to our community, and we proudly support a number of charitable, cultural, and professional organizations throughout the Okanagan. We recognize that it is our committed and capable team that enables us to provide exceptional service to our clients and makes Pushor Mitchell LLP the highly regarded firm that it is today.

### **Areas of Law:**

You're a skilled professional who values excellent client service and you pride yourself on delivering high quality work. You thrive in a collaborative environment and are continually seeking to learn and grow. You enjoy working with a team of dedicated professionals who share the common goal of making a positive contribution to our community.

### **Who you are:**

You're a skilled professional who values excellent client service and you pride yourself on delivering high quality work. You thrive in a collaborative environment and are continually seeking to learn and grow. You enjoy working with a team of dedicated professionals who share the common goal of making a positive contribution to our community.

### **Job Purpose:**

Reporting to the Supervising Lawyer, the Paralegal is responsible for the office and file administration pertaining to primarily their specialization. These duties include but are not limited to, billing, file opening, document administration, and any additional office functions and projects as assigned.

### **Key Responsibilities:**

- Maintain a complete and in-depth understating of procedural law in the area of specialty and can generate and draft documentation of a more complex and substantive nature.
- Able to work independently and can be relied on for having expertise within legal matters.
- Gather information and research issues relating to area of specialty
- Strong understanding of the procedural documents required in matters relating to a general or specialized area of law.
- Originate own work from standard precedents.
- Track and record billable time on files.
- Responsible for managing client/file and information and setting up organizational systems to manage the information on files.

- Coordinate communications with clients, other law firms, agents, etc. on file matters
- Resolve issues relating to legal procedures.
- Proactive in keeping up to date with changes relating to legal procedures, including e-filing and limitation dates, Acts, and Regulations in the area of specialty
- Drafting pleadings and correspondences
- Preparation of court documents and
- Mentoring team members

**Requirements:**

- Completion of paralegal course is preferred
- 4+ years of paralegal experience an asset, preferably solicitor work.
- Good verbal and written communication skills
- Excellent working knowledge of Microsoft Office
- Strong attention to detail and ability to work with confidential information
- Experience with a document management system is an asset

**Expected Compensation:**

\$55,000 - \$65,000 per year dependent on experience level.