

Pushor Mitchell Legal Assistant

Who we are:

Pushor Mitchell is a full service law firm located in Kelowna, British Columbia, in the heart of the Okanagan Valley. We are the largest law firm outside the lower mainland, with a team of 37 lawyers and over 100 employees, our skilled and talented team provides service in over 25 areas of law. The firm prides itself on providing excellence in service to our clients, innovative legal thinking, and cost effective solutions. One of the key values of the law firm is giving back to our community, and we support a number of charitable, athletic, cultural and professional organizations throughout the Okanagan that help our community thrive. We recognize that it's the committed and capable people that enable us to provide exceptional service to our clients make Pushor Mitchell the highly regarded firm that it is.

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 and/or Sr. Legal Assistant/Paralegal this role is responsible for a variety of commercial and commercial lending duties within the law firm.

Key Responsibilities:

- Performs a variety of legal assistant tasks such as: file maintenance and organizations, opening and closing client files; keeping client file lists.
- Conduct conflict searches.
- Check emails and voicemails for vacation relief and direct to the appropriate assistant and/or lawyer.
- Review and prepare all documents, reports and other correspondence materials for the supervising lawyer and/or Legal Assistant/Paralegal.
- Word processing, editing, proofing, and production of specified documents set out by a lawyer and/or Legal Assistant/Paralegal
- Time entry and creating and editing billings.
- Scan and save electronic filing systems and efficiently and accurately file documents.
- Providing backup support for other team members, as needed.
- Review, evaluate and distribute incoming and outgoing mail.
- Maintain daily appointments of supervising lawyer/paralegal.
- Other duties, relevant to the position shall be assigned as required.

Requirements:

- Legal Assistant diploma an asset.
- 1-2 years' experience as a Legal Assistant, working in a commercial and/or commercial lending role
- Familiar with the Land Title & Survey, Tax, Corporate and Personal Property registries.
- Strong attention to detail and ability to work with confidential information.
- Ability to work in a team-orientated setting.
- Ability to grasp new technologies quickly.
- Ability to multi-task and frequently organize workload.
- Good communication skills.
- Experience with a document management system is an asset.

Salary Range:

\$50,000 - \$60,000

Please submit all applications to recruitment@pushormitchell.com addressed to Jenny Rodgers.