

## **Personal Injury 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.

### **Key Responsibilities:**

- Has an in-depth knowledge of legal procedures in Personal Injury.
- Must be able to manage, organize and prioritize work independently.
- Capable of initiating documentation and correspondence on files.
- Produces correspondence and legal documents from dictation, handwritten and precedent documents.
- File maintenance and organization
- Opening and closing client files
- Keeping client file lists
- Maintaining bring forward or tracking system for limitation and follow-up dates.
- Handling incoming and outgoing mail
- Reviewing and filing e-mail correspondence
- Answering calls and general inquiries
- Time entry and bill preparation
- Drafting of correspondence and legal documents with a solid understanding of legal procedures and documentation
- Ability to diarize dates independently.
- May have some supervisory responsibilities and in a small firm may be involved in administration.
- Needs minimal direction or instruction.

**Requirements:**

- High school graduate
- Graduation from Legal Administrative Assistant Program and/or has some other relevant administrative experience but no (or very minimal) legal experience.
- 4 - 6 years work experience as a Legal Administrative Assistant in PI.

Please submit your resume to [recruitment@pushormitchell.com](mailto:recruitment@pushormitchell.com) with the subject line "PI Legal Assistant". Thank you.