

Dewart Gleason LLP is a boutique law firm focusing on civil litigation, labour law, defence solicitor negligence claims and professional regulation. We are seeking a **Legal Assistant** to join our team.

Core Responsibilities

- Perform legal assistant, clerical and administrative duties.
- Draft, prepare and revise routine correspondence and documents.
- Assist in preparation of briefs and records for trial and hearings, including formatting electronically in accordance with online court filing system specifications.
- Draft various court and tribunal forms and arrange for the service and filing of all forms, corresponding documents, and pleadings.
- Communicate with lawyers and clients.
- Schedule appointments, book travel & accommodations.
- Monitor deadlines, send reminders and assist lawyers to prepare and file timely responses per deadlines.
- Maintain knowledge and comply with the firm's practice and file management policies and procedures.
- Maintain tickler and bring forward system.
- Enter dockets and expense claims, as necessary.
- Organize files and expedite the flow of work.
- Fax, scan, photocopy and bind.

Requirements

- Experienced in labour law and/or civil litigation with a minimum of 3 years.
- Working knowledge of the Rules of Civil Procedure and Superior Court of Justice's Civil Practice Directions.
- Obtained a Legal Secretarial Diploma or equivalent.
- Able to maintain a high level of integrity, professionalism, and discretion.
- Self-motivated, detail-minded, organized, process-oriented and an independent thinker.
- Strong at multitasking, prioritizing, and managing time effectively.

- Committed to a team and goal-oriented environment.
- Excellent with oral and written communication skills.
- Highly proficient in the use and application of MS Word, Excel, PowerPoint and Outlook.
- Knowledge of Brief Accounting, Dropbox, ClickUp, an asset.

At Dewart Gleason LLP, we are dedicated to supporting applicants with disabilities throughout the recruitment, assessment, and selection process. If you require accommodation, kindly inform us, and we will collaborate with you to address your specific needs.

We thank all candidates for their interest. However, only those selected for an interview will be contacted.

Interested candidates are asked to submit their cover letter and resume to careers@dgllp.ca.

No agencies or recruiters.