

LITIGATION LEGAL ASSISTANT

Glendinning Smith LLP, a fast-growing law firm in Chilliwack, B.C., is currently seeking an experienced Litigation Legal and Administrative Assistant.

This position will support our Litigation group in our Chilliwack office, as well as administrative duties and backup reception duties as needed. This role offers a chance to work on interesting civil litigation files (mostly employment law), in a friendly and team-oriented working environment.

The successful candidate will have a minimum 3 years of legal assistant experience in civil litigation. Previous experience working in the employment law field is preferable, but not mandatory.

The ideal candidate will be an enthusiastic and hardworking team player, have superb organizational skills, a strong attention to detail and great communication skills.

Responsibilities will include:

- Draft, format, and prepare legal correspondence and court documents with precision and accuracy
- File documents in accordance with the rules and procedures of the Supreme Court of British Columbia, Court of Appeal, and Provincial Court
- Monitor and manage limitation dates, court deadlines, and a bring-forward system for critical tasks
- Timekeeping using firm software
- Maintain organized and up-to-date filing systems
- Provide overflow support to team members as needed
- Perform a variety of general administrative tasks to support other legal professionals
- Some reception duties

The ideal candidate will have:

- A Legal Administrative Assistant certification from an accredited post-secondary institution.
- A minimum of 3 years of experience in a litigation-focused legal environment (preferably employment law).
- Strong knowledge of litigation processes, rules, and court procedures.
- Proficiency in filing requirements for Provincial Court, Supreme Court of British Columbia, and Court of Appeal.
- Advanced skills in Microsoft Office (Word, Outlook, Microsoft 365)
- Strong organizational, time management, and problem-solving abilities
- Excellent written and verbal communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Proven ability to work independently as well as collaboratively in a team setting.
- A professional, client-service focus with strong attention to detail

To apply for this exciting opportunity, please forward a cover letter and Resume to the attention of the Administrator, Glendinning Smith LLP (E-mail: judy@glendinningsmith.com)
NO PHONE CALLS PLEASE.