



# WE ARE HIRING!

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## *Legal Assistant*

### The Opportunity – Legal Assistant

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We are seeking a legal assistant to support the work of four lawyers who provide services in the labour, employment and civil litigation practice areas. You will:

- » Provide day-to-day support for more than one lawyer's practice and assist with general practice management
- » Manage the schedule and email box of one lawyer
- » Prepare documents and correspondence based on written instruction, verbal direction, and precedents
- » Input data and generate reports/billings from our electronic practice management program, PC Law
- » Manage electronic and physical legal files
- » Deliver excellent customer service
- » Assist with overflow and project support as assigned

### The Ideal Candidate

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We're looking for someone who:

- » Has 1-2 years of legal administrative experience
- » Is detail-oriented, proactive, a quick learner, and able to work independently
- » Possesses strong organizational skills with the ability to prioritize effectively
- » Is comfortable using technology; prior experience with PC Law is an asset
- » Shows initiative to assist others and works well in a team environment

### Why Us?

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Myers LLP is a mid-sized downtown Winnipeg law firm with 52 firm members. It starts with character, passion, and talent at Myers LLP. It always has. It always will. Since our inception in 1956 as "Tapper and Pollock", Myers LLP has been committed to the highest standards in the practice of law. The firm has always attracted lawyers and staff who care deeply about the well-being and success of the people, organizations, and communities we serve. We are a firm with multiple areas of practice and a diverse range of skills and professional experience. What unites our people are the values we share and our commitment to excellence and integrity.

Join a great team! We have a respectful, collegial environment with a business casual dress code. We offer a competitive salary and an excellent benefits plan. We are committed to provide a safe working environment. Our office ensures that best practices in COVID-19 precautions are observed. Under the firm's COVID-19 vaccination policy, all firm members are required to be fully vaccinated and provide proof of vaccination to the firm.

This position is in a great office space in the Cargill Building on Graham Ave, connected indoors to Winnipeg's Skywalk system. For more information on us go to <https://myersfirm.com/>

### To Apply

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Please send your resume and cover letter to [kmacdonald@myersfirm.com](mailto:kmacdonald@myersfirm.com)

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