
The Opportunity: Legal Assistant

We are seeking a legal assistant to primarily support the work of multiple lawyers who provide services in the areas of labour and employment. You will:

- » Provide day-to-day support for more than one lawyer's practice and assist with general practice management
- » Maintain client data and generate reports/billings from our electronic practice management program
- » Prepare documents and correspondence based on written instruction, verbal direction, and precedents
- » Manage an efficient file system of both electronic and physical legal files
- » Deliver excellent customer service
- » Assist with overflow and other administrative support duties as assigned

The Ideal Candidate

We are looking for someone who:

- » Is detail-oriented, proactive, a quick learner, and able to work independently
- » Shows initiative to assist others and works well in a team environment
- » Possesses strong organizational skills with the ability to prioritize effectively
- » Is comfortable using technology; prior experience with MS Word, Adobe Pro and LEAP is an asset
- » Has completed post-secondary education in legal or business administration
- » Has 2-4 years' experience as a legal assistant

Why Us?

We are a Winnipeg-based, mid-sized, full-service law firm committed to working collaboratively in providing top quality legal services to a diverse clientele in a down-to-earth and accessible manner. While we embrace complexity and never shy away from a challenge, we treat all our clients with sensitivity and respect and hold ourselves to the highest standards of professional integrity in all we do.

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. This position is in a newly renovated office space in the Cargill Building on Graham Ave, connected indoors to Winnipeg's Skywalk system. For more information on us go to www.myersfirm.com

Myers is committed to ensuring an inclusive recruitment process to ensure equal opportunity for people with disabilities. Reasonable accommodations are available during the recruitment and selection process upon request.

**To apply, please forward your resume and covering letter to Human Resources,
attention Kara Macdonald, at kmacdonald@myersfirm.com.**