

## The Opportunity: Legal Assistant

We are seeking a legal assistant to support lawyers who provide services in Indigenous Legal Services. You will:

- » Deliver day-to-day support for more than one lawyer's practice and assist with general practice management
- » Track all critical deadlines/deliverables and proactively follow up to ensure nothing time-sensitive is overlooked
- » Manage the lawyer's email inbox by organizing/filing correspondence and noting action items.
- » Support lawyer time entry and prepare billings
- » 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:

- » Possesses strong organizational skills with the ability to prioritize effectively
- » Has strong follow up skills and is capable of prompting lawyers as required
- » Is detail-oriented, proactive, a quick learner, and able to work independently
- » Shows initiative to assist others and works well in a team environment
- » 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 and has 1-2 years' experience in a legal assistant or executive assistant role

---

## Why Us?

At Myers LLP, our mission is to provide exceptional legal services to our diverse clients in a collegial environment that attracts and fosters outstanding talent. We are a Winnipeg-based, mid-sized law firm that provides a comprehensive range of legal services to a variety of clients, both large and small, in a number of different practice areas including real estate, wills & estates, child protection, civil litigation, labour and employment law, criminal law and Indigenous legal services.

Join a great team! We have a respectful, collaborative 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](http://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](mailto:kmacdonald@myersfirm.com).