



Everson Law located in Sidney, British Columbia, is looking for a gregarious, friendly, self-motivated and mature legal assistant to join our team. For the right candidate, this may also be an opportunity to cross-train and further expand your current skillset as a legal assistant.

The ideal candidate has customer service background and excellent time management skills. It is preferred that the successful candidate possess an office assistant training certificate or a legal assistant training certificate from accredited programs. The role includes initial support to senior paralegals and lawyers practising in a variety of areas, preparation of legal forms including conveyance real estate documents, filing, handling phone calls/emails, scheduling appointments, accepting various forms of payments and other various administrative tasks routinely performed by legal assistants.

Desired Skills:

- Outstanding interpersonal, written and oral communicating skills;
- Knowledge of Microsoft Office Suite, especially Word and Outlook;
- Knowledge of legal document production programs such as Econvey, Alf or other similar programs;
- Familiarity with Supreme Court Rules;
- Overall general office skills including ability to manage calendars and client contact information;
- Multi-task and prioritize work and meet deadlines which may change quickly;
- Able to efficiently prepare, compile and organize legal and administrative correspondence and documents;
- Ability to liaison with court services and agents;
- Honest, reliable, mature and self-directed.

Helpful skills:

- Previous experience in a legal office.
- Prior use of Excel and Adobe.

The opportunity initially is part-time with full intention to grow into full-time. Exchange of Flex-time with other team members is available.

To apply, please email your cover letter and resume, along with references, to The Executive Network to the attention of Walter Donald at walter@executivenetwork.ca.