

Campbell Lea Barristers & Solicitors

Position : Legal Assistant

Location : Charlottetown, PE

Term : Full-Time

Salary : To be determined, commensurate with experience, for 37.5 hours of work per week

Campbell Lea Barristers & Solicitors is currently seeking an experienced Legal Assistant to join the firm for a full-time position.

Campbell Lea is a full-service independent law firm in Charlottetown, dating back to the turn of the century and the firm's founding member, W.E. Bentley, K.C., who was admitted to the Prince Edward Island Bar in 1897. Joining the team at Campbell Lea means joining a focused team committed to the continuous development of our people and the resources essential to delivering effective legal services to our valued clients.

SUMMARY OF RESPONSIBILITIES

- Serve as the primary liaison between the assigned lawyer and clients, maintaining a consistent and high degree of professionalism and courteousness;
- Drafting various legal documents such as motion records, pleadings, notices, affidavits, affidavits of documents, bill of costs, cost outlines, writs of seizure and sale, correspondence, etc.;
- Handle administrative tasks including but not limited to:
 - Mail, fax, or arrange for delivery of local correspondence;
 - Filing of Court documents;
 - Receive and make telephone calls;
 - Operating office equipment (photocopiers, fax, binding machine, etc.); and
 - Maintain accurate filing;
- Calendar management, including scheduling appointments, arranging meetings, and managing key deadlines; and
- File management tasks, such as recording and processing of time sheets, preparing pre-bills, running conflict searches, closing completed files, and managing file storage.

SKILLS AND QUALIFICATIONS

- Trustworthy and responsible, able to be proactive, self motivated, and reliable
- Strong Microsoft Office experience skills including MS Word and Excel
- Ability to exercise judgment and discretion, with excellent written and verbal communication skills
- Strong time management skills
- Detail oriented with exceptional organizational skills
- Flexibility to adapt to the different tasks, needs of the clients and lawyers
- Previous experience as Legal Assistant and/or Paralegal or Legal Administration education considered an asset
- Previous experience with Real Estate / Property transactions considered an asset

Campbell Lea Barristers & Solicitors provides competitive compensation, a team-based and well-equipped working environment. Qualified candidates who are interested in this position should send a cover letter and resume to:

Christine Handrahan
Office Manager
careers@campbelllea.com

We thank all those who apply but note that only candidates selected for an interview will be contacted.