

JOB OPENING: LEGAL ASSISTANT or LAW CLERK

Our team is highly capable, supportive, and energetic. We deliver top-quality legal services and develop exceptional client relations. We are looking for an individual who will appreciate and contribute to a positive work environment.

CARREL+Partners LLP requires a LEGAL ASSISTANT or LAW CLERK. The primary area will be Family Law. Full-time, Monday to Friday. Start date as soon as possible. Generous benefit plan. Competitive salary.

REQUIREMENTS:

1. Technologically literate.
2. Well-written.
3. Comfortable dealing directly with clients on a regular basis.
4. Self-motivated.
5. Takes pride in workmanship.
6. Demonstrated ability to think outside the box, problem-solve, and create efficiencies in established routines.
7. Highly organized (in both paper and digital), and logical.
8. Intermediate (or better) skills in Microsoft Word and Microsoft Excel.
9. Experienced with drafting and preparation of court documents and correspondence.

DESIRABLE:

1. Law firm experience.
2. University degree or college diploma, any field, or working towards one.
3. Experience working in a less-paper or paper-less office environment.
4. Experience with any of PCLaw, Worldox, DivorceMate and ACL3.

HOW TO APPLY:

1. Submit your application package by email (preferred) to Sam Bachinski bachinskis@carrel.com, faxed to 807-346-3600, or delivered to CARREL+Partners LLP, 1100 Roland Street, Suite 1, Thunder Bay, ON P7B 5M4.
2. Application package to include:
 - a. Interesting cover letter.
 - b. Resume.

Only those selected for an interview will be contacted. Position open until filled.