

Legal Assistant

Wells, Lamey, Bryson, Schnare & Mailman is seeking a legal assistant for a full-time position in our busy practice located in Chester, Nova Scotia. The legal assistant will provide comprehensive administrative support to our lawyers in the day-to-day conduct of their general law practice with a focus on family law, wills and estates, civil litigation and property law. The legal assistant will primarily assist two of our six lawyers, but may be asked on occasion to perform tasks for other lawyers.

Responsibilities include, but are not limited to:

- Assisting clients;
- Preparing correspondence and legal documents;
- Preparing legal accounts;
- Communicating in a professional manner with clients, courts and other professionals

Qualifications:

- The minimum educational requirement is a recognized Business or Office Administration Diploma. Completion of a paralegal educational program is preferred, but not required;
- Legal experience is an asset;
- Excellent attention to detail and a high level of efficiency and accuracy;
- Ability to work independently and follow instructions with minimal supervision;
- Ability to multitask and produce accurate work under pressure of deadlines and multiple competing priorities;
- Strong organizational skills;
- Confidentiality, discretion and professionalism are essential;
- Personable, pleasant and respectful in dealings with clients, co-workers and interactions with other professionals;
- Proficiency in typing and Dictaphone transcription;
- Strong verbal and written communication skills;
- Excellent proofreading skills;
- Strong computer skills, including proficiency in MS Office

Position is available immediately. Salary will be commensurate with experience. Wells, Lamey, Bryson, Schnare & Mailman offers a complete health and dental benefits package. Only applicants selected for an interview will be contacted. Please apply in confidence to Cathy Porter at cathy@chesterlaw.ca.

Job deadline: January 29, 2021