

Legal Assistant

Greenberg & Greenberg Law Office is looking to fill the position of Legal Assistant within our Portage la Prairie office. We are looking for an individual that is a team player, has an attention to detail and is motivated.

Greenberg & Greenberg has been a staple in the Portage community for over 75 years and pride ourselves on providing a personal experience with our clients.

We offer a fair market salary, health benefits after 3 months and employees will be enrolled in the company pension plan after one year of employment.

Salary will be based on level of experience. We encourage all applicants to indicate salary range expectations in their cover letter.

Duties to include, but not limited to:

- Serve as first point of contact with new and existing clients.
- Contacting clients to provide reminders of court dates, documents required, and payments.
- Preparing and drafting various correspondence and documents.
- Opening, updating (including data entry and scanning of documentation), organizing, maintaining, and closing legal files and matters (paper and electronic).
- Performing conflict checks and initial calls with clients.
- Reviewing and revisions of format, spelling and grammar on all final documents.
- May include transposing dictation into typed format.
- Maintaining an efficient electronic and physical file and document management system.
- Maintaining a full calendar, email management and assisting in managing lawyers' practice and client interactions.
- Assisting in the preparation & completion of litigation documentation and pleadings.
- Performing various online searches.
- Performing general administrative duties as required.

Your qualifications:

- Previous experience in an office setting.
- Ability to remain polite and professional during difficult conversations.
- Strong Microsoft Office 365 skills (Word, Outlook & Excel).
- Strong written and verbal communication skills.
- Strong organizational skills.
- Mature attitude and deadline driven.
- Good attention to detail.
- Legal Administrative Assistant certificate or diploma is an asset but not required.

This posting will remain open until the position has been filled. Greenberg & Greenberg would like to thank all who apply however only those selected for an interview will be contacted.

••Please submit your cover letter and resume to manager@gglawfirm.ca. Resumes submitted without a cover letter will be considered incomplete applications. ••