

## TEES KIDDLE SPENCER

### Job Description

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#### LEGAL ASSISTANT

##### About us

Tees Kiddle Spencer is an experienced full-service law firm just steps from the ocean in Campbell River, BC. We have been serving the North Island for more than 50 years. We are approachable, accessible and available to our clients and our staff. We are proud to offer an inclusive, team-oriented environment with an emphasis on work-life balance.

##### About you

You are resourceful, conscientious, and ready to pitch in. This position is a permanent position in our growing Business Law department. Some legal experience is required.

##### Reports to

Tees Kiddle Spencer Partnership and Firm Administrator

##### Brief description

Supporting lawyers and other legal professionals with various tasks, including drafting and reviewing documents, communicating with clients, preparing hearings, trials, and meetings, and organizing and maintaining files.

Consider yourself an extension of the lawyer as it relates to client management. You are part of a client team--expect to create a relationship with the client.

##### Duties

- General administrative and clerical duties, from answering phones to filing and making copies
- Maintaining calendars, scheduling appointments, and completing documents
- Preparing, drafting, editing, and distributing legal documents and correspondence
- Communicating with clients, opposing counsel, other parties and court officials
- Assisting with billing and accounting services
- Establishing and maintaining client relationships
- Establishing, implementing, and improving existing workflows and administrative procedures
- Supporting other legal professionals with research, if required
- Performing general office administrative tasks
- Entering lawyers time and expenses
- Managing client files, from opening to closing and assisting with storage of closed files
- Creating and maintaining an efficient bring-forward system
- Assisting with management of email inbox of supervising lawyer and ensure swift correspondence
- Entering data and maintaining accuracy of legal management database, Cosmolex
- Other duties as requested

### **Skills and Qualifications**

- 1-3 years of experience
- Legal Administrative Assistant certificate or similar
- Interpersonal skills for communication with clients, lawyers, other legal support staff, and other professional offices
- Clear and concise written skills to ensure efficient and accurate communication
- Strong values of honesty, transparency, and ethics
- Attention to detail for reviewing important documentation
- Legal knowledge and understanding
- Ability to work independently and with others as required
- Intermediate in Microsoft Office suite
- Intermediate with legal management software, such as Cosmolex, would be an asset

### **Benefits**

Dental care

Extended health care

Paid time off

Continuing Legal Education opportunities