

## **Campbell Lea Barristers & Solicitors**

**Position : Legal Assistant**

**Location :** Charlottetown, PE

**Term :** Full-Time, Permanent

**Salary :** Starting from \$38,000 - \$50,000 commensurate with experience

Campbell Lea Barristers & Solicitors is currently seeking a Legal Assistant to join the firm for a Full-Time, Permanent position.

Campbell Lea is a full-service independent law firm in Charlottetown. 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;
- Assist with coverage of the main Reception area, including but not limited to managing incoming calls, booking meeting space and managing appointments, and opening and routing of mail;
- 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 administrative experience required
- Previous legal administrative experience considered an asset

Campbell Lea Barristers & Solicitors provides 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.

Benefits:

- Dental care
- Employee assistance program
- Extended health care
- Life insurance
- Paid time off
- RRSP match
- Vision care
- Wellness program

Schedule:

- Day shift
- Monday to Friday

Work Location: In person