

Legal Assistant

PKF Lawyers, Manitoba's Law Firm, is seeking a full-time Legal Assistant to join our growing and dynamic team in our Winnipeg downtown location. Our culture is built on professional excellence, collaboration, and a strong sense of pride in the services we offer.

Responsibilities will include, but are not limited to:

- General administrative duties such as filing, scanning, printing and emailing documents and correspondence as well as maintaining digital copies
- Preparing legal documents and correspondence based on written instructions, verbal direction and precedents
- Day to day administrative tasks such as conflict searches, opening and closing files, entering time in PCLaw, preparing invoices and receipt of general and trust deposits
- Assisting with general practice management, including booking appointments with clients
- Interacting with clients on the phone and in person

Essential Skills:

Minimum 2 years' experience in a law firm setting
Strong computer skills (i.e. Microsoft Office, Outlook & PC Law)
Ability to prioritize, multitask and take instructions
Excellent written and verbal communication skills
Ability to take initiative, when necessary
Deadline and detail orientated
Courteous and professional

Benefits:

Paid vacation and wellness days
Unused wellness days that convert annually into vacation days
Comprehensive benefits package, including dental care, extended health care and short and long term disability
Highly competitive salary
On-site gym

Atmosphere

Casual and friendly but professional
Firm events
Monday to Friday (8:30 - 4:30)

If you are looking for a challenging and fulfilling career, we encourage you to submit a resume, in confidence, stating salary expectations and references.