

**SENIOR LEGAL ASSISTANT  
PKF LAWYERS  
WINNIPEG  
Full Time - Permanent**

PKF Lawyers, Manitoba's Law Firm, is seeking a full-time Senior Legal Assistant to join our growing and dynamic team in our downtown Winnipeg 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:**

- Drafting various correspondence and documents based on written instructions, verbal directions and precedents
- Reviewing and organizing file materials
- Dealing with financial institutions on requirements and financing arrangements
- Strong knowledge of basic legal concepts, principles and terminology
- Electronic filing of documents with Teranet and The Personal Property Registry
- Ability to administer residential and commercial sale, purchase and refinancing real estate matters from start to finish, including registration of documents
- Assisting with preparation for hearings, trials and discoveries
- Drafting Wills, Powers of Attorney and Health Care Directives
- Ability to conduct due diligence searches
- Administer accounting transactions, opening and closing files, billing, etc.
- Communicating with clients and other lawyers
- Entering lawyer's time, prepare invoices; general and trust deposits of cheques
- Monitoring phone calls and sort incoming mail
- Drafting various reporting letters
- Performing general administrative duties as required

**Essential Skills**

- 5+ years of legal administration experience
- Strong computer skills (i.e. Microsoft Office, Outlook, Adobe, Unity & PCLaw)
- Proficiency in red-lining documents, version control and understanding multiple parties' revisions in one or more documents;
- Ability to prioritize, multitask and take instructions
- Excellent written and verbal communication skills
- Deadline and detail orientated with strong attention to detail and proofreading
- Courteous and professional
- Solid organization skills with the ability to meet all deadlines
- Experience in transcribing dictations
- Be able to work independently and also work effectively as part of a team

**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 based on experience

- 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.