

ABOUT GOWLING WLG

At Gowling WLG, our dedication to excellence and quality service begins with our people. As a global law firm with offices across Canada, the U.K., Europe, the Middle East and Asia, we pride ourselves on sourcing and retaining top talent who bring energy, passion and commitment to the delivery of outstanding client service.

When it comes to diversity, we not only accept it — we celebrate it, support it and thrive on it. To create an engaging and rewarding place to work, we seek to attract talented people from a diverse range of backgrounds and cultures. Our aim is to help everyone reach their full potential and achieve their personal and professional goals.

Employee satisfaction is important to us. We work hard to ensure that our people are motivated, engaged and empowered. Our diverse group of legal professionals, law students, law clerks/paralegals, legal administrative assistants and business support staff work together as a team, and are respected and valued for their individual contributions.

PROFILE

The successful candidate will work with our Law Clerks in the Advocacy Department and be responsible for the preparation of all necessary legal documentation, working within corporate commercial, insurance defence and various other areas of litigation.

RESPONSIBILITIES

The incumbent's responsibilities may include and are not limited to the following:

- Receives directions from professionals and law clerk supervisor
- Applying drafting skills with respect to pleadings and correspondence to meet the needs of the various steps required throughout the conduct of the file
- Independent maintenance of files, including monitoring, organization, updating of material and contact with opposing counsel
- Managing documents in electronic databases
- Ability to separate first draft of privilege, irrelevant, producible documents, issues, etc.
- Proactive approach to work including initiating follow up actions
- Produce a high quality and quantity of work product, periodically under tight timelines
- Preparation of materials for experts
- Assists the professional in preparation for formal stages of processes, questionings, court proceedings, etc.

QUALIFICATIONS

- 8+ years as a Paralegal/Law Clerk
- Paralegal/Law Clerk or Legal Assistant Diploma/Certificate
- Experience within a law firm environment

- Knowledge of Summation, Relativity, or another platform is required
- In depth knowledge of legal terminology, principles and rules of civil procedure and process is an asset
- Ability to communicate effectively in a professional, confidential and courteous manner
- Superior analytical and organizational abilities
- Ability to manage multiple priorities and to redefine priorities when necessary
- Excellent writing, verbal and grammar skills
- Handle stress in a business-like manner
- Knowledge of Microsoft Office Suite
- Interpersonal skills required to work effectively with other staff and professionals in a team environment

APPLICATION DETAILS

If you are interested in this opportunity, please send your resume via email to resumes.calgary@gowlingwlg.com including the job title and quoting file #2017-07-26/LCADV in the subject line.

Gowling WLG is proud to be an equal opportunity workplace. We are committed to offering equal employment opportunities regardless of race or racial group, religion or belief, sex, sexual orientation, age, marital status, disability or gender identity. We foster an inclusive, equitable and accessible environment.

If you have a disability or special need that requires accommodation at any time during the recruitment process, please let us know.

While we appreciate all applications received, only those candidates selected for an interview will be contacted.