

MACKENZIE FUJISAWA LLP
BARRISTERS & SOLICITORS

Legal Administrative Assistant (part-time, 21 hours/week)

We have available a part-time position as a Legal Administrative Assistant, assisting a very busy ICBC defence team. If you have some experience in personal injury litigation and are interested in only part-time work, this may be the ideal position for you!

Daily responsibilities will include, but are not limited to:

- photocopying/scanning;
- assembling and binding various books of documents;
- dicta-typing;
- booking trials, discoveries and other appointments/hearings; and
- creating and following up on BF dates.

We would love to hear from you if you:

- have some experience in personal injury litigation;
- have excellent computer and typing skills (familiarity with ESILaw, Worldox and Microsoft Office an asset);
- are an effective communicator with strong interpersonal skills;
- pride yourself on your excellent organizational skills and attention to detail;
- are a proven team player;
- possess excellent written and oral communication skills;
- thrive on meeting deadlines; and
- have been described as an organized, conscientious and unflappable individual with a strong work ethic.

Qualified candidates are encouraged to forward a cover letter and detailed résumé to:

Mayette Ostonal, Administrator
E-mail: mostonal@macfuj.com

We thank all applicants and advise that only those candidates shortlisted will be contacted.