



JOB POSTING - OTTAWA

Position Type: Bilingual Legal Assistant
Law Type: Labour & Employment
Salary Range: \$54,615 - \$65,114
Date Available: Immediately

Anyone interested in being considered for this position should send their resume and cover letter via email to the Ottawa Office Administrator, Amy Quinn O'Brien (aquinn@goldblattpartners.com).

The Bilingual Legal Assistant will be primarily responsible for providing legal clerical and administrative support to Ottawa lawyers in a professional, effective and efficient manner in French and English.

Major Responsibilities:

Performs all clerical, administrative and general office duties and organizes and expedites the flow of work through the offices of the assigned lawyers, including but not limited to:

Document Preparation and File Management

- Creates, types, formats, reviews and proofreads documents and correspondence to ensure compliance with legal procedures and grammatical usage; Sets up and maintains filing systems, utilizing knowledge of legal records and procedures (including a tickler system) and frequently controls confidential materials and documents;
- Follows proper file open and closure procedures;
- Routes or answers routine correspondence and faxes and initiates follow-up as required;
- Prepares, formats, and coordinates the service and filing of all materials in accordance with instructions and precedents, while ensuring compliance with applicable rules and timelines. This includes proceedings before boards and administrative tribunals (including, but not limited to, the Ontario Labour Relations Board, the Grievance Settlement Board and the Human Rights Tribunal of Ontario) as well as Federal Court, Superior Court and Supreme Court as required.

Scheduling and Calendar Management

- Coordinates and manages all scheduling for assigned lawyers, including client meetings, hearings, arbitrations, and court/tribunal appearances and internal meetings and ensures all related logistics are in place;
- Maintains up-to-date lawyers' calendars, accurately recording meetings, appearances, deadlines and limitation dates, and proactively tracking and following up on all associated service and production timelines;
- Receives, reviews and prioritizes incoming mail and electronic communications, identifying and recording key dates and deadlines and ensuring they are diarized appropriately.

Billing, Timekeeping and Administrative Support:

- Enters and maintain dockets on a daily basis and assists with preparing pre-bills, work-in-progress, file status and other reports as requested;
- Arranges for timely payment of invoices and prepares expense reports accurately and in a timely manner in accordance with Firm policies.

Other

- Makes travel arrangements, including booking flights, hotels, vehicle rental, etc.;
- Provides administrative support to other lawyers if time permits.

Knowledge, Skills and Personal Attributes:

- Fluent written and oral French and English skills are essential for this position; Demonstrates competence and effective communication (written and orally) as well as proper grammar, spelling and punctuation in French and English;
- Strong understanding of legal procedures and time limitations;
- Must be able to prioritize, meet deadlines and adapt to frequently and rapidly changing priorities;
- Strong attention to detail, and excellent proofreading skills in French and English;
- Ability to work independently and collaboratively, with minimal instruction, in a fast-paced, team-based environment, to tackle novel and challenging assignments;
- Demonstrates discretion and effectively manages confidential information;

- Minimum two years of legal administration experience, preferably in the field of Labour and Employment Law;
- Working knowledge of legal office administration through the completion of an office procedures course or related work experience.
- Strong set of technical skills which include, but are not limited to, MS Word, Excel, Outlook and Adobe.
- Flexible, respectful, honest and trustworthy;

Working Conditions:

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities of the position. The responsibilities of this position may be altered from time to time.

Goldblatt Partners LLP is committed to a culture of diversity and inclusion and encourages members of all equity-seeking groups to apply. Accommodations for candidates with disabilities who are invited to take part in the selection process are available upon request.