

## **Legal Administrative Assistant**

**Opportunity for those with experience in litigation to grow into Litigation Paralegal.**

PLM Law  
Charlottetown, PE

Permanent Part-time 20-30hrs OR Permanent Full-time  
Wage to be negotiated

### **Languages**

English

### **Education**

Certificate or diploma or Experience

1 year to less than 5 years. Area of Work Experience: Civil and Commercial litigation.

### **Computer Applications**

MS Windows; MS Word; Electronic mail; MS Outlook. PC Law would be an asset.

### **Additional Skills**

Schedule and confirm appointments; Maintain filing system; Bookkeeping and Simply Accounting would be an asset.

### **Work Setting**

Litigation. Mediation.

### **Specific Skills**

Determine and establish office procedures and routines; Arrange travel; Typing correspondence and legal documents; Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage; Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information; Reports and records; Invoices.

### **Security and Safety**

Bondable; Criminal record check; Enhanced reliability security clearance.

### **Work Conditions and Physical Capabilities**

Fast-paced environment; Work under pressure; Attention to detail; Tight deadlines.

### **Personal Suitability**

Effective interpersonal skills; Accurate; Team player; Excellent oral communication; Excellent written communication; Client focus; Dependability; Reliability; Organized.

### **Email cover letter & resume to:**

admin@plmlaw.ca