



Collections Paralegal

Witten LLP is an Edmonton-based full-service law firm, proudly serving the community for almost a century. Our accomplished team of about 50 lawyers and 100 staff and is committed to delivering exceptional services in a variety of areas to both private and public sector clients, as well as individual clients. We pride ourselves in being actively involved in the legal and broader community. Our firm members have long upheld a tradition of support, volunteerism, and pro bono contributions to numerous charities, social causes and cultural initiatives. Read more about our firm, our culture and the services we provide on our website: <https://www.wittenlaw.com/>

As a member of Witten LLP, you will join a dynamic and talented team, engaging in challenging and rewarding work. Our team members benefit from ongoing mentorship and collaboration, fostering continuous learning and growth.

If our values resonate with you and you believe you would be a great addition to our team, we would love to hear from you.

About the Opportunity

We are seeking a motivated and detail-oriented **Collections Paralegal** to join our foreclosure and collection team. If you thrive in a fast-paced environment and have a passion for legal work, this is the perfect opportunity for you!

Key Responsibilities:

- **Document Preparation:** Drafting collection documents, including demand letters, Statements of Claim, garnishees, and writs of enforcement.
- **Effective Communication:** Engage with debtors, process servers, and service providers to ensure smooth proceedings.
- **File Management:** Oversee the status of files with precision and accuracy.

- **Database Updates:** Keep our client database current with the latest collection proceedings.

Skills and Attributes:

- **Litigation Experience:** Proven experience in start-to-finish collection or debt recovery litigation within a law firm.
- **Keen Attention to Detail:** Ensuring documents are prepared with correct details.
- **Time Management:** Superior time management skills help meet deadlines.
- **Independence:** Ability to work independently and efficiently, making you an asset to our team.
- **Tech Savvy:** Strong skills and knowledge in Office 365, with familiarity in iManage, DraftPro, and Acumin are an asset.

If you're ready to make an impact and grow your career, apply now to become a part of our team.

WITTEN LLP is committed to equity, diversity, and inclusion in all our recruitment, interview, employment and promotion processes. A variety of policies are in place that are intended to achieve a workplace free from discriminatory practices, including our Maternity and Parental Leave, Respectful Workplace, Paid Bereavement Leave, Unpaid Protected Job Leave, Sick Leave and Diversity and Equity Policies. An excerpt of our Diversity and Equity Policy can be found here:

<https://www.wittenlaw.com/about/diversity-policy>

We welcome and encourage all qualified persons to apply.

Job Types: Full-time, Permanent

Benefits:

- Paid time off
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site gym

Experience:

- collections: 3 years (preferred)

Work Location: In person

Please send your resume and cover letter to hr@wittenlaw.com

WITTEN LLP thanks all applicants for their interest and for submitting their application, however, only those candidates selected for an interview will be contacted. All applicants should be prepared to consent to a credit and/or an enhanced criminal background check yielding satisfactory, clear/complete results.