



Legal Assistant/Paralegal

Wills & Estates

Corporate/Commercial

[Cooper Regel LLP](#) has an immediate opening for an experienced Legal Assistant/Paralegal in our local Sherwood Park, AB office with experience in:

- ★ Wills & Estates
- ★ Corporate/Commercial

We are looking for an experienced, self-starter with strong attention to detail. This is an in-office position with the *possibility* of a partial work-from-home opportunity.

Requirements:

- 3+ years experience with Wills & Estates.
- Accreditation for CORES.
- Prepare and edit correspondence and legal documents.
- Calendar/schedule management.
- Manage communications, maintain and organize client files.
- Carry out correspondence and communication with internal and external clients, courts and counsel.
- Provide backup to other team members during time of absences, vacations, etc.

We offer a competitive salary based on experience, benefits package, and a relaxed work environment.

Please e-mail your resume and cover letter to Careers@CooperRegel.ca

Due to the expected number of applications, only successful candidates will be contacted for an interview.