



## **Intermediate Litigation Paralegal**

### **Our Firm:**

Bryan & Company LLP is a full-service law firm based in Edmonton, Alberta serving clients and the community since 1928. We are a firm grounded in our Albertan roots but serve our clients globally. The firm's goal today remains the same as it was then: to provide our clients with excellent and personalized service; while attracting, growing, and retaining our top talent. A large part of the firm's success is driven by its people and establishing and nurturing strong relationships.

### **The Opportunity:**

Bryan & Company LLP is currently recruiting to fill a full-time position working in the Litigation Support department as an Intermediate Litigation Paralegal. As an experienced Professional, you possess a minimum of 2 to 5 years of paralegal law firm experience practicing within a litigation support department. Working knowledge in Eclipse would be a definite asset.

### **Your Responsibilities will include:**

- Providing litigation support to lawyers and assistants
- Knowledge and experience working within Eclipse as a backend user
- Ability to manage deadlines with independence and confidence in a proactive manner
- Preparation and drafting of Affidavit of Records, annotating transcripts, updating Undertaking Responses, reviewing files to determine further information/documentation to load into Eclipse
- Receipt and review of all case assignments in a priority sequence, diarize requests and due dates
- Working as a team with the senior Paralegal on large electronic database files
- Interact with opposing counsel to gather information or coordinate activities as needed
- Maintain rapport with assistants and paralegals within the office to ensure data is forwarded to the Litigation Support team
- All other duties that may be required within the department and litigation team

### **Education & Experience:**

- Post-secondary education from a recognized Paralegal program
- Minimum 2 – 5 years of relative experience (an equivalent of 2-5 years of education and experience may be considered)
- Experience with electronic discovery database programs, including Eclipse or other similar software
- The ability to take direction and work independently with minimal supervision
- Experience with Worldox and Adobe, would be a definite asset
- Intermediate to advanced knowledge of MS Office programs (Outlook and Teams)
- Positive upbeat attitude and ability to work within a dynamic team environment in a positive and professional manner
- Quick learner with an interest to progress and engage in development sessions to enhance skills, knowledge, and operational efficiencies
- Strong interpersonal and communication skills (spoken, verbal, and written).
- Exceptional organizational and time management skills
- Accountable and reliable completing the work with quality and personal pride in a timely manner
- Critical and strategic thinker with the ability to research and problem solve
- The ability to focus, and anticipate the necessary requirements to complete the tasks at hand

If you are interested in this opportunity and want to enhance your current skill set and experience, please submit your resume and cover letter to the attention of Jeannette Blumentrath, Human Resource Manager at [jblumentrath@bryanco.com](mailto:jblumentrath@bryanco.com) on or before **November 4, 2022**. Bryan & Company LLP provides a supportive learning environment and a competitive compensation package that includes a Benefit Plan, Health & Wellness Subsidy, and DPSP Program.

*We thank all applicants for their interest in the position; however, only candidates selected for an interview will be contacted.*