



Legal Assistant

Chivers Carpenter is a leading, progressive, union-side law firm in Edmonton. We represent unions, labour organizations, and employees in all levels of court, and before labour arbitrators, the Labour Relations Board, human rights tribunals, professional regulatory bodies, and other administrative tribunals.

We are committed to social justice and to providing high quality legal work.

We are seeking an ambitious legal assistant with at least 2 years of experience working in a law firm. Experience in Litigation, Administrative Law and Employment and Labour Law would be an asset.

The successful candidate will have experience and expertise in file management, dictation, drafting of documents and correspondence ensuring accuracy, and attention to detail, will work independently and as a team, have excellent communication skills, have the ability to manage a demanding workload for two plus lawyers and will have excellent computer skill utilizing Microsoft Office.

The salary range for this position is \$ 50,000 to \$ 65,000, commensurate with experience.

Please send a resume to our office manager, Tobey Freedman at [**tfreedman@chiverslaw.com**](mailto:tfreedman@chiverslaw.com) All applications and inquiries will be kept confidential. Only those selected for an interview will be contacted.

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* Denotes lawyer whose professional corporation is a member of the partnership
† Also a member of Northwest Territories Bar

