

Litigation/Family Paralegal

Are you a looking for a flexible position that provides independence while using the skills you have obtained as a paralegal?

Advantage Virtual Services is looking for a Litigation/Family Law Paralegal with a minimum of 5 years of experience. Experience in conveyancing would be an asset as well.

Responsibilities (included but not limited to):

- Drafting Separation Agreements and desk divorce packages
- Drafting various pleadings for both Alberta and British Columbia Courts
- Dictation
- Drafting correspondence
- Drafting Wills, Enduring Powers of Attorney and Personal Directives
- Assisting our conveyancing paralegal with overflow work

Experience needed:

- Microsoft Teams
- Office 365

Additional Experience Assets:

- Clio
- CosmoLex
- LEAP
- Prolegis
- Lawyer Done Deal

The ideal candidate would draw from their previous experience as a paralegal to work independently and in collaboration with lawyers with a strong attention to detail.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.