



### **Advertisement for Personal Injury Law Legal Assistant**

Merchant Law Group LLP is looking for an experienced Legal Assistant with an intermediate or senior-level skillset to join the team. The successful candidate will enjoy working in a busy and challenging work environment and be responsible for managing a multitude of requests working with team members meeting strict deadlines, and producing a quality product. The new team member will have a strong work ethic, great attention to detail, and confident personality, the ability to maintain client confidentiality, exceptional problem-solving skills and is comfortable working in a fast-paced, dynamic workplace.

**Location:** Calgary

#### **Education and Qualifications - in addition to the above:**

- Legal Assistant Certificate, Legal Assistant Diploma and or Paralegal Diploma preferred but not required. Equivalencies of education and experience may be considered.
- The ability to take direction, work independently with minimal supervision and apply their knowledge and skillset throughout the steps of a personal injury file.
- Three to five consistent years of legal assistant experience working in personal injury law.
- Positive, upbeat attitude and ability to work within a dynamic team environment positively and professionally.
- Quick learner with an interest in the development and enhancing skills, knowledge, and operational efficiencies.
- Strong interpersonal and communication skills (spoken, verbal and written).
- Exceptional organizational and time management skills.
- Accountable and reliable with pride and ownership of quality work promptly.
- Critical and strategic thinker with the ability to research and problem-solving.
- Proficient with MS office.

#### **Desirable:**

The ability to speak Punjabi, Hindi, or Urdu is an asset; however, not a requirement.

We will review the resumes and contact the candidates to arrange interviews beginning February 23, 2023; however, the position will remain open until filled.

**Please send your application to [mdeol@merchantlaw.com](mailto:mdeol@merchantlaw.com) with the subject line: Application for Personal Injury Legal Assistant.**