

Legal Assistant:

Harris Law, Personal Injury Lawyers

Our boutique law firm in downtown Kitchener, practicing exclusively in personal injury, is looking for a full-time legal assistant to join our growing team. If you have experience in plaintiff personal injury law, insurance defence or have two years experience in civil litigation and are interested in specializing in personal injury, we have just the position for you!

In joining Harris Law, you will be part of an incredible team of passionate, purpose-driven people who believe in excellence and focus on doing their best work every day.

Business Hours: 8:30am to 5:00pm, Monday to Friday.

Work Hours: 37.5 hours, start and end times to be determined before start date.

What We Offer:

Benefits: vacation time, sick time, appointment time, group health benefits with an employee assistance program and Lumino Health, parking as a taxable benefit and quarterly social events.

Training: one-to-one training for two to three days with supervision as needed thereafter.

Learning and development opportunities: we will support and invest in your career and improvement because we believe that exceptional people crave the opportunity to grow.

Remuneration: \$19.00 - \$24.00 per hour assuming two years experience or less and up to \$29.00 per hour for more or targeted experience.

Who You Are

- Adaptable and quick to identify issues or needs, and accommodate last minute requests.
- Capable of proactively anticipating next stage of the claim's process.
- Have exceptional time management and pride yourself on exemplary organizational skills including but not limited to management of email, digital files, and processes.
- Highly knowledgeable and efficient in Microsoft Office Suite, including Teams, Word, Excel and Outlook.
- A self-starter and demonstrate a history of holding yourself accountable.
- Two to five (2-5) years' litigation experience, preferably on the plaintiff side.
- Completed a Legal Assistant Diploma/Certificate or have an undergrad in Legal Studies from a recognized institute.

How You'll Make a Difference

- Manage and maintain files in a logical and orderly manner including accurately documenting all data in our file management software (Primafact); organize and expedite workflow.
- Track assignments and incurred expenses on the client files.
- Assist with the efficient and effective movement of client files through the claims process.

- Maintain client contact, responding to all client inquiries within a reasonable amount of time and report to your responsible lawyer in a timely manner.
- Meet with clients to sign documents, provide updates, or to answer questions as required. Customer service forward to ensure the client feels confident in our team.
- On direction of lawyer, send various letters to medical practitioners, insurance adjusters, and opposing counsel for bodily injury management and follow up periodically as the file dictates to ensure the client is following suggested treatment.
- Responsible for clerical, administrative and general office duties as required.
- Responsible for follow up with lawyer concerning work activities.
- Assist in the collection of evidence needed to advance the client's claim.
- Follow instructions from lawyer and accurately transcribe lawyer dictation.
- Draft or prepare court documents including but not limited to pleadings, affidavits of documents, Statements of Claim, legal briefs, etc.
- Manage schedule for assigned lawyer including booking travel, examinations, client meetings, etc. as necessary.
- Schedule IMEs and other medical, vocational, or specialist assessments for the client as needed.
- Work collaboratively with the team to provide assistance and coverage on other client files as necessary.
- Work with the accident benefits department to ensure seamless customer service throughout the claim process.

Skills required:

- Reading Comprehension: understanding written sentences and paragraphs in work related documents.
- Active Listening: giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking: talking to others to convey information effectively.
- Writing: communicating effectively in writing as appropriate for the needs of the audience.
- Critical Thinking: using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Time Management: managing one's own time and the time of others.
- Active Learning: understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making: considering the relative costs and benefits of potential actions to choose the most appropriate action.
- Monitoring: monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Adaptation: thinking quickly to respond to sudden changes in circumstances. Persisting in the face of unexpected difficulties.
- Service Orientation: actively looking for ways to help clients, coworkers, managers and lawyers.
- Teamwork: understand how to work effectively and respectfully in a team environment as this role is partnered with a senior assistant.
- Soluno or other legal accounting software: experience an asset.
- Primafact: experience an asset.

Education:

- Law Clerk Program (College Level); and/or
- University Degree

Preference will be given to those applicants who have completed a Law Clerk course and have relevant work experience. Two years or more of experience is preferred; exceptional applicants with one year of experience will be considered.

Please submit resume, cover letter and references to the attention of Janine Schellenberger jschellenberger@harrishurtline.com. We thank all interested applicants for this position. Only those selected for an interview will be contacted.