



**Bingham Law is seeking a Litigation LEGAL ASSISTANT to join our team.**

#### Position

This full-time position involves the preparation of standard documents relevant to litigation and insurance law. Other tasks include the preparation of invoices as well as any follow-up reminders and letters; the management of lawyers' calendars, appointments and tasks. The job requires quick, accurate dictation abilities, professional and polite interpersonal skills, strong organizational and time management skills, and the ability to work under pressure, both independently and as part of a team.

#### Requirements

The successful candidate must have at least 1 year experience as a legal assistant.

We will consider candidates who have experience as a Legal Assistant in any field of law (Corporate, Real Estate, Litigation, Insurance, Family, etc.).

This position requires an excellent working knowledge of Microsoft Office (Word, Excel and Outlook), as well as experience with legal accounting software such as PC Law.

The successful candidate must have strong writing and proof-reading skills in French and in English.

#### Applying

Interested candidates may apply in confidence, submitting a cover letter and resume to Anne Hébert, CEO, at [ahebert@bingham.ca](mailto:ahebert@bingham.ca).