



## Job Description

**Position:** Bilingual Legal Assistant  
**Status:** Full-time, Permanent  
**Email:** [resumes@ehlaw.ca](mailto:resumes@ehlaw.ca)

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Emond Harnden fosters a spirit of respect and collegiality between Partners, Associates, and staff, and we recognize that in order to provide the level of service our clients expect and deserve, lawyers and staff must be passionate about what they do. At Emond Harnden, our Legal Assistants are key players in client service delivery. Our Legal Assistants are responsible for providing administrative support to multiple lawyers. We are looking for legal assistants who are aligned with our entrepreneurial spirit, who care and see the value of their work, and who share our drive for delivering high caliber client service.

### Main Duties and Responsibilities

The Legal Assistant performs a wide range of duties, including the following:

#### ***Schedule maintenance***

- Organize the flow of work through the lawyers' office and initiate follow-up action in a timely manner to meet multiple deadlines.
- Maintain and monitor calendars including but not limited to scheduling appointments, hearings, travel, and conferences, as directed.
- Manage the bring-forward systems on a daily-basis to ensure important deadlines are met.
- Other duties as assigned.

#### ***Drafting and correspondence***

- Liaise between the lawyers, contacts, and clients.
- Prepare legal documents including, but not limited to affidavits, briefs, motions, subpoenas, appearance sheets, minutes of settlement, release agreements, etc.
- Review and proofread outgoing documents and correspondence, verifying text for accuracy and syntax.
- Maintain and update current client and arbitrator contact lists.
- Respond to routine correspondence by mail, fax, email and telephone calls.
- Other duties as assigned.

#### ***General Administration***

- Perform conflict searches, create and maintain files, and close files as instructed.



- Support case preparation by assembling materials required during hearings.
- Maintain electronic copies of all documentation in Emond Harnden's database to supplement available precedents.
- Input and validate lawyers' time dockets; coordinate lawyers' monthly/yearly docket totals as requested.
- Track lawyers' Law Society of Upper Canada (LSUC) Continuing Professional Development hours, and input into the LSUC Portal.
- Prepare or make changes to lawyers' conference and/or seminar presentations.
- Conduct legal research by using WestlawNext and LexisNexis.
- Prepare cheque requisitions and trust deposit instructions.
- Provide relief to front-desk reception, including answering phones, opening and sorting mail, filing, performing data entry, etc.
- Other duties as assigned.

## **Qualifications**

### ***Education and experience***

- Post-secondary degree or diploma in a related field.
- 3-5 years of working experience in administration, preferably in a legal or professional services environment.

### ***Knowledge and skills***

- Fluently bilingual, with excellent verbal and written communication skills in English and French.
- Strong customer service focus.
- Ability to organize, multitask, prioritize, and work under pressure.
- Ability to produce high quality and quantity of work under tight timelines.
- Strong attention to detail and accuracy.
- Proficiency with Microsoft Office programs.
- Ability to take instructions, manage ongoing tasks, and follow through on assignments.
- Ability to use office equipment including but not limited to computers, projectors, voicemail messaging systems, printers and photocopiers/scanners.
- Working knowledge of Acumin and Worldox would be an asset.

### ***Working conditions***

- Primarily in an office environment. Periodic weekend or evening work is expected.