

LITIGATION LEGAL ASSISTANT SASKATOON

Meaningful Advice
and Advocacy -
your success is our
mission.

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ABOUT YOU

Are you a detail-oriented, confident and self-motivated individual who thrives in a busy, fast-paced environment? Do you share McKercher LLP's core values? If you answered 'yes' and are looking for a new and exciting opportunity to join one of the largest law firms in Saskatchewan, we want to hear from you!

THE OPPORTUNITY

We are recruiting a full-time Litigation Legal Assistant for our Saskatoon office. This role involves extended periods of computer use, communicating with clients, lawyers, and other third-parties, day-to-day file management including calendar and limitation date management, preparing and managing documents, preparation of invoices and expense reports, and a high level of confidentiality, discretion, and professionalism in handling sensitive legal and client information. Judgment is required when analyzing and obtaining information.

EXPERIENCE

- At least 2 years in a litigation legal assistant position
- Excellent proofreading skills and attention to detail
- Excellent verbal and communication skills
- Ability to organize and analyze documents
- Ability to work independently, problem solve, follow instructions with minimal supervision and take initiative
- Proficiency using Word, Excel, Adobe Acrobat, Teams/Teams Planner and Outlook
- Estate knowledge would be an asset

Any offer of employment may be conditional upon a full background check, including a criminal record check, a credit check and employment and educational verification. A reference check will also be conducted.

[Apply Online!](#)

WE VALUE

INTEGRITY & EXCELLENCE

We hold ourselves to the highest standards.

RESPECT & COLLABORATION

We work together for optimal outcomes, embracing creativity and diversity.

DEDICATION

We prioritize the success and well-being of our clients, team, and communities.

WHY CHOOSE US?

With offices in Regina and Saskatoon, McKercher LLP has over 80 lawyers practicing in all major areas of the law. We are an equal opportunity employer and foster an inclusive, equitable, and accessible environment.

mckercher.ca

SASKATOON

500 - 211 19th Street East
Saskatoon, SK S7K 5R6
(306) 653-2000 F (306) 653-2669

REGINA

800 - 1801 Hamilton Street
Regina, SK S4P 4B4
(306) 565-6500 F (306) 565-6565



We acknowledge that we are living and working from Treaty Lands, the traditional lands of First Nations People and homeland of the Métis. We are committed to moving forward in a respectful way in the spirit of reconciliation.