

Meaningful Advice
and Advocacy -
your success is our
mission.

LITIGATION/ HEALTH LAW LEGAL ASSISTANT SASKATOON

ABOUT YOU

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

THE OPPORTUNITY

We are recruiting for a full-time Litigation/Health Law Legal Assistant in our Saskatoon office. This position will work closely with their assigned lawyers, and all staff and lawyers. This position will draft advanced legal documents, file documents with the Courts, and will be responsible for day-to-day file management. We will train the right candidate, but preference will be given to those who have six years or more experience in Litigation.

REQUIREMENTS

- Minimum of 6 years experience as a litigation legal professional
- Legal Assistant Diploma from a recognized business college, considered an asset
- Experience of displaying impeccable interpersonal, communication and client service skills
- Thorough understanding and knowledge of legal terminology, legal documents and procedures relevant to litigation
- Strong attention to detail including proofreading, writing, spelling and grammar skills
- Ability to maintain high level of confidentiality and exercise discretion and impartiality when necessary
- Excellent computer skills including Microsoft Office package, Adobe and NetDocs, considered 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.

EMAIL: careers@mckercher.ca - Please indicate the position you are applying for in your cover letter.

THIS POSITION WILL REMAIN OPEN UNTIL FILLED

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 is one of Saskatchewan's top-ranked firms. We are an equal-opportunity employer and foster an inclusive, equitable, and accessible environment. We provide a competitive salary, a comprehensive benefits package and a rewarding work environment.

mckercher.ca

SASKATOON

374 Third Avenue South
Saskatoon, SK S7K 1M5
(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.