



VERANOVA

VERANOVA PROPERTIES LIMITED | IMMEUBLES VERANOVA LTÉE

Legal Administrator/Paralegal Job Description:

Our growing Legal Services Department of Veranova is seeking a qualified Legal Administrator/Paralegal to provide full support as follows:

Duties:

The duties of the Legal Administrator/Paralegal will include but are not limited to the following:

- Complete or facilitate the completion of various legal documents including settlement conference and trial briefs pertaining to Small Claims Court and Landlord Tenant Board matters from commencement of legal process to enforcement
- Manage assigned files to complete the delivery of legal and/or non-legal documents according to client Service Agreement requirements
- Prepare for and attend court or tribunal hearings
- Report to the Legal Team Manager for timely and efficient administration of client files and profitability of services provided to such clients
- Maintain accurate records and file notes
- Provide timely and effective communication with Senior Management and ongoing communication with peers
- Comprehensively and professionally communicate with clients regarding appropriate legal procedures
- Prepare Landlord Tenant Board Order conversions
- Maintain court calendar schedule
- Complete legal file management including scheduling for required document preparation and filing
- Prepare regular billing and tracking of legal services provided for clients

Qualifications:

- Licensed paralegal and in good standing with the Law Society of Upper Canada
- Strong organizational and time management skills
- Computer proficiency
- Exhibit strong work ethic, client service skills, team work skills, adaptability and accountability
- Able to meet strict timelines
- Strong written and verbal English communication skills
- Strong written and verbal French communication skills an asset

Initial and ongoing training will be provided to the successful candidate. Benefit package available after completion of probationary 90 day period.

Please forward resume via email to khawkes@veranova.ca