

Dolden Wallace Folick LLP was created with the sole objective of providing legal services exclusively to the insurance industry. Our firm is an industry leader in terms of expertise and experience. We defend insureds under property, liability, and a wide variety of specialty insurance lines. We also provide coverage and underwriting advice to national and international insurers, and pursue subrogated claims on their behalf. Dolden Wallace Folick LLP has repeatedly been recognized as one of the top Insurance Defence firms in Canada, with offices in Vancouver, Kelowna, Toronto and Calgary.

We offer a fun, dynamic and challenging work environment that provides you with the opportunity to make decisions and influence results. If you are interested in making your mark and contributing to the overall success of our team, this is a perfect time to apply.

We are currently searching for a **Legal Administrative Assistant** to join our **Calgary office**.

The ideal candidate will have:

- Exceptional attention to detail and is adept at setting priorities
- Strong organizational and time management skills
- The capability to be an energetic self-starter who initiates and anticipates needs
- A passion for providing superior client service
- The ability to creatively solve problems, make decisions, facilitate and manage deadlines
- The knack to remain calm under pressure
- Strong communication skills both written and verbal
- A great attitude with the willingness to learn
- The ability to work both independently and within a team

Qualifications:

- A graduate from a recognized Legal Administration Assistant, and/or Paralegal program
- A minimum of 5 years of litigation experience, preferably in insurance defence
- Exceptional technical skills preferably with Microsoft Word, Excel and Outlook

We offer:

- A competitive salary and benefit package
- Employee Assistance Plan (EAP)
- RRSP matching program
- Professional development
- A supportive team of professionals
- Opportunities to grow your career
- A work life balance

Please submit your cover letter and resume to:

Heather Walker CPHR
careers@dolden.com

Qualified candidates will be contacted. No phone inquiries please