



Canada's National Specialty Insurance Firm

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.

Our firm continues to grow, so 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
- Minimum of three (3) years of experience
- Exceptional technical skills with Microsoft Word, Excel, Outlook, PClaw and iManage
- Demonstrated ability using electronic file management systems

We offer:

- A competitive salary and benefit package
- RRSP matching program
- Professional development & continuing education
- A work life balance

- Personal days
- Opportunities to grow your career
- Firm social events
- Long employment service awards
- A flexible schedule
- Casual Fridays

Please submit your cover letter and resume to:

Heather Walker CPHR
careers@dolden.com

Qualified candidates will be contacted. No phone inquiries please