



Job title	Administrative/Legal Assistant
Reports to	Responsible Lawyers
Location	Mill River, PE

Key Murray Law is the largest independent law firm in Prince Edward Island. We are an Island-based team of lawyers and professional support staff who are committed to creating value for our clients through the delivery of innovative, consistent, and dependable legal services. We are an experienced and dedicated team who provide our clients with effective and efficient legal services. Proficient in many legal disciplines, we are equipped to advise and advocate for our clients in many matters, forums, and areas. Our firm provides clients with the strength of a global alliance and a team with a local focus from multiple locations across Prince Edward Island. PEI locations include Charlottetown, Summerside, Mill River, and Souris.

In addition to providing leading legal services across the Island, we are steadfast in our pledge to play a positive role in the future of the communities and organizations of Prince Edward Island. This fundamental vision is bolstered by a continual commitment to the philanthropic traditions of Key Murray Law.

Job Summary

Key Murray Law Firm is seeking an Administrative/ Legal Assistant for our Mill River office for a full-time, permanent position. An Administrative/ Legal Assistant works to help lawyers with their delivery of legal services under their supervision. The duties of an Administrative/ Legal Assistant include acting as the first point of contact from client to office, completing administrative work related to drafting legal documents, trial preparation, property and business transactions, and many other areas.

The successful applicant is expected to be organized, efficient and productive, while professional and friendly. Proficiency in Microsoft Word, Excel, Outlook and/or other programs is required. Experience in bank deposits and general bookkeeping skills would be an asset.

Summary of Responsibilities

Throughout their daily work, an Administrative/ Legal Assistant is responsible for a variety of duties. Working with a dynamic and collaborative team, you will:

- Communicate with Clients, Lawyers, and Staff throughout daily operations
- Answer various communications throughout the day and relay communications as required
- Interacting with and greeting clients/visitors to the office in a professional and polite manner
- General administrative duties, including photocopying
- Draft legal documents including pleadings, motions, contracts, briefs, memoranda, and conveyancing documentation
- Provide additional support to lawyers during real estate closings, court hearings, trials, and will executions
- Open and close client files and organize and maintain legal files
- File documents with the court and various government offices

- Attend with clients as may be required
- Act as a liaison between the firm and clients, providing clear and timely communication on the status of transactions.

Qualifications

- Successful completion of a Legal Secretary, legal administration program, or equivalent experience would be an asset.
- Proficiency with MS Office, especially Excel and Adobe Acrobat Standard.
- Strong verbal, written and interpersonal communication skills with a demonstrated ability to provide superior customer service.
- Confident in answering phones and other communications.
- Excellent analytical and problem-solving skills with attention to detail.
- Accurate and efficient data entry and keyboarding skills.
- Self-starter with the ability to work independently in a dynamic environment.
- Flexible, reliable and works well in a team environment.
- Strong organizational and time management skills with the ability to meet tight deadlines.

Salary and Benefits

Salary beginning at \$40,000 per annum, commensurate with experience and qualifications.

Key Murray Law provides a competitive compensation and benefits package including:

- Health, Dental and Vision
- Life insurance and Accidental Death
- Vacation, Holidays, and Sick Leave
- Legal Education
- Employee and Family Assistance Program
- Group RRSP
- Travel Insurance

Working Hours

Salaried Position: Monday – Friday, 8 am – 4 pm or 9 am to 5 pm

This position will require occasional after hours, or extended hours based on activity of the firm.