

Job Duties

Legal Assistant (Insurance Defence)

About Us

We are a litigation firm known for our strategic management of insurance disputes, arbitration, and trial and appellate work. Since opening our doors in 2015, we have navigated challenges through our commitment to exceptional client service and the strength of our team.

The Role

We're seeking a reliable, detail-oriented Legal Assistant to provide comprehensive administrative and legal support to our lawyers in an insurance defence practice.

Key Responsibilities

- Schedule and manage appointments, court appearances, and meetings for lawyers.
- Proactively handle multiple tasks, prioritize effectively, and communicate with team members, clients, and opposing counsel.
- Liaise with courts and tribunals to ensure compliance with filing deadlines and procedures.
- Prepare, proofread, and format legal documents, including pleadings, and correspondence.
- File and organize legal documents while maintaining compliance with firm protocols.
- Maintain and organize electronic client files, adhering to established processes.
- Process disbursement invoices.
- Track deadlines and court dates.
- Act as a point of contact for clients, responding to inquiries and providing updates on case progress under lawyers' direction.
- Ensure client confidentiality and professionalism in all interactions.
- Assist with other lawyers' practices when necessary.

Qualifications

- Minimum 2+ years as a Legal Assistant in insurance defence (or closely related litigation).
- Proficiency with Windows 11 and Microsoft 365 (Outlook, Word, Excel, Teams).
- Excellent written and verbal communication; strong attention to detail and organization.
- Proven ability to prioritize in a fast-paced environment and meet deadlines.
- Discretion and professionalism in handling confidential information; strong client service.
- Experience with practice management or litigation support tools such as LEAP, Primafact, GhostPractice, ACL (or similar).
- Strong troubleshooting skills; comfort with basic tech support for documents and e-filings.
- Initiative, ownership mindset, and collaborative working style.

How to apply

Please submit your resume and cover letter to Mary Da Rosa, Director of Operations, at mdarosa@schultzlawgroup.ca by November 14, 2025. Only candidates selected for an interview will be contacted.

Inclusion & accessibility

We are committed to an inclusive workplace that welcomes diverse perspectives, cultures, and identities. If you require accommodation during the recruitment process, please contact Mary Da Rosa. All accommodation requests will be handled confidentially.