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Become a part of the Walsh experience.

Walsh LLP consistently puts our clients and colleagues at the forefront of our considerations in all that we do. With unwavering passion and determination, we have cultivated a culture-first attitude that values support, collaboration, and inclusivity.

Our diverse approach provides us with a unique opportunity to fuse tradition with a modern mindset that yields people-centred solutions. Walsh LLP creates and embraces dedicated partnerships with our clients that ensure expectations are exceeded and results are unparalleled. This commitment has proudly made us an integral part of Alberta's legal community for over 60 years.

We are looking for a Legal Assistant in our Corporate Commercial Department to join our team of passionate and dedicated people.

- Are you looking to be part of a dynamic, people-first community?
- Do you thrive in an environment where your hard work drives your team forward?
- Do you have a passion for learning?

How will you contribute to the team?

Walsh LLP isn't just a law firm. It is a group of like-minded, passionate professionals dedicated to people, solutions, and connecting the two with each other. We rely on our Legal Assistants to provide high-quality client service while offering a unique approach to the law.

As a Legal Assistant in our Corporate Commercial Department, you will have the opportunity to work on a range of files in diverse areas.

Details we are looking for include:

- A dynamic individual who will assist lawyers in our corporate commercial department;
- Manage files from open to close.
- Conduct corporate searches, conflicts checks, taking retainers, and maintaining files.
- Manage incoming inquiries from current and prospective clients.
- Drafting and revising documents, checklists and organizing materials for client meetings, transactions, and closings.
- Preparing closing books and assisting with organizing and updating corporate records.
- Submitting documents for registration at registries.
- Administration of time entry and billing of client files.
- Other legal duties as required.

Qualifications:

- You have a Post-secondary education from a recognized Legal Assistant program.
- You exhibit attention to detail and are committed to producing accurate, high-quality work.
- You are organized and able to prioritize your work with a proven ability to exercise a high initiative while projecting a tactful and diplomatic approach at all times.
- You can handle confidential information in an ethical and professional manner.
- You have the ability to work independently as well as within a team environment.
- You have a good sense of humor when times get trying and love helping to build a team environment.

Walsh is a special place to work – and that’s all down to the people who make it their home. If you’re interested in joining our team, please submit your cover letter and resume.

We look forward to meeting you!