

FASKEN MARTINEAU DUMOULIN LLP

Intermediate Litigation Paralegal

Fasken Martineau DuMoulin LLP is a leading Canadian business law and litigation firm consistently ranked among the leading firms in Canada with a national presence in Vancouver, Calgary, Toronto, Ottawa, Montreal, Quebec City and an international presence in London, Paris and Johannesburg. We have a position available in the Specialty Litigation Business Unit for an intermediate litigation paralegal to assist with plaintiff personal injury files and with insurance defence files.

Duties & Responsibilities: Working with minimal direction and exercising strong initiative, judgment and confidentiality, duties include:

- Drafting all pleadings, including motion materials, Notices to Admit, and Lists of Documents;
- Obtaining and gathering all relevant investigative materials, including MVA searches, insurance adjuster file materials, police file materials;
- Management and organization of all materials gathered for each file, including clinical records, reports, income loss documentation and other gathered materials;
- Reviewing transcripts from Examination for Discovery, obtaining and providing various requests;
- Drafting letters to clients and mediation summaries;
- Assisting with Chambers and trial preparation;
- Frequent communication with client, investigators, police, doctors, and witnesses;
- Requisitioning of medical/legal reports, including obtaining appointment dates, letters of instructions, and providing package materials to the doctors;
- Trial coordination, including scheduling all witness testimony and issuing subpoenas;
- Overseeing funding and re-payment of Part VII benefits owed to clients;
- Monitoring and ensuring service of all reports in accordance with the Rules of Court;
- Proactive management of files including keeping lawyers informed and up to date on the status of files.

The successful candidate will possess strong analytical skills, excellent file organization abilities, familiarity with basic fact investigation, drafting capabilities and keyboarding/computer skills. Candidates must have extensive knowledge of litigation law and procedures and will be pro-active in keeping current with changes relating to legal procedures, filing and limitation dates, Acts and Regulations.

Applicants must be self-motivated, able to deal effectively with multiple demands and deadlines, and able to work well under pressure. Excellent communication & interpersonal skills and the ability to exercise independent judgment are required. Must also display diplomacy, tact and maintain confidentiality. Preference will be given to candidates with Paralegal certification, or enrolment in formal training to obtaining certification.

Candidates should submit a cover letter and resume detailing education and previous experience and salary expectations no later than **Friday, February 3, 2012** to:

Sonia Kenward, CHRP
Director, Human Resources
2900 – 550 Burrard Street
Vancouver, BC V6C 0A3
Email: skenward@fasken.com
Web: www.fasken.com

We thank all applicants for their interest however only those under consideration will be contacted.

12-03