

PARALEGAL - INSURANCE DEFENCE

Alexander Holburn Beaudin + Lang LLP is a leading regional firm dedicated to providing a full range of business, litigation and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking an Insurance Defence Paralegal with solid work experience and educational background to join our team. Candidates must be able to work well both independently and within a team environment. If you are an organized, detail-oriented individual who demonstrates strong communication skills and professionalism while working with both staff and clients, we want to hear from you.

Qualifications:

- A Paralegal certificate or diploma from a recognized institution.
- Minimum of 5 years' Paralegal experience working in general litigation, preferably in insurance defence.
- Ability and confidence to run a file with minimal supervision.
- The ability to draft a variety of court documents such as Responses to Civil Claim, Third Party Notices, Bills of Costs, Notices of Motion, Affidavits, Lists of Documents, etc.
- The ability to organize large litigation files.
- The ability to obtain background/factual information
- Excellent grammar, spelling and proofreading skills.
- The ability to prioritize work and meet tight deadlines.
- Knowledge of iManage and Elite would be considered an asset.

Salary:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

Diversity + Inclusion:

We value diversity and inclusion at our firm. We are committed to providing equal opportunities in employment and maintaining a workplace free from discrimination and harassment. This means that all job applicants, employees, and partners will receive equal treatment regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hinfo@ahbl.ca.