

Please note: Only candidates currently residing in the Vernon or Salmon Arm and surrounding area will be considered. At this time, we are unable to accommodate applicants requiring relocation.

Our firm:

Cherkowski Marsden LLP is a boutique law firm with offices in Vernon and Salmon Arm. We are a supportive and cohesive firm focused on a positive work environment and excellent customer service. For more information, please visit <https://www.cmlawyers.ca/>.

What we are seeking:

We are looking for a full-time family law assistant to join our team.

The ideal candidate would have a minimum of 3 years of experience working at a B.C. law firm. To succeed in this role, you must possess the ability to prioritize, have superior organizational skills, and the ability to meet deadlines.

Qualifications required:

- A minimum of 3 years of family law experience working in a BC law firm or legal department
- Excellent skills in MS Office Suite and online legal software systems
- Legal Administrative Assistant or Paralegal certificate from an accredited institution, or an equivalent combination of education and experience
- Superior attention to detail
- Excellent communication and interpersonal skills to deal effectively with clients, lawyers and staff as well as the ability to handle sensitive and confidential matters professionally
- Ability to handle a high volume of work in a fast-paced environment and to work independently and in a team environment

Benefits and Salary:

We offer:

- A friendly and supportive work environment;
- Health Spending Account;
- Staff parking; and

- Competitive salary.

Location:

The position is a full-time, in-office position based in Vernon or Salmon Arm, BC. Hybrid working from home is an option that can be discussed.

How to contact us:

Kindly click Apply Now above or send your resume and cover letter in confidence to corynnao@cmlawyers.ca.

While we thank all individuals for their interest, only those selected for an interview will be contacted.

Please email our office at corynnao@cmlawyers.ca if you would like more information or a confidential conversation about this opportunity.

We are only considering applicants who currently live in the Okanagan area.

Unfortunately, we are not accepting applicants who would require relocation to the Vernon area.