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| <b>Position:</b>  | Legal Assistant - Floater   |
| <b>Location:</b>  | Edmonton, Alberta   |
| <b>About FMC:</b>   | <p>We are a national law firm with offices in Edmonton, Calgary, Vancouver, Montreal, Toronto and Ottawa.</p> <p>As a full-time employee, we will provide you with an excellent work environment, competitive salary and a great benefit package, including a pension plan.</p>   |
| <b>Job Duties and Responsibilities:</b>   | <p>Provides legal assistant support to firm lawyers by covering the desks of vacationing or absent legal assistants as directed by supervisor. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Preparing legal documents from instruction and precedents;</li><li>• Drafting of routine correspondence;</li><li>• Time entry and preparing accounts; and</li><li>• Prioritizing workflow to ensure completion of accurate work within established timeframes.</li></ul> |
| <b>Knowledge, Skills and Experience Required:</b>   | <ul style="list-style-type: none"><li>• Legal assistant diploma from an accredited college plus a minimum of one year related experience; or</li><li>• At least two years related experience in a variety of areas of law;</li><li>• Proficiency in MS Word and Outlook is essential;</li><li>• Excellent accuracy and attention to detail; and</li><li>• Strong interpersonal and organizational skills.</li></ul>   |
| <p>Send your resume, in strict confidence, to:</p> <p style="text-align: center;">Karen Lawrence<br/>Manager, Human Resources<br/>Fraser Milner Casgrain LLP<br/>2900 Manulife Place<br/>10180 - 101 Street<br/>Edmonton, AB T5J 3V5<br/>e-mail: <a href="mailto:hrresume@fmc-law.com">hrresume@fmc-law.com</a></p> |   |
| <p>Only those selected for an interview will be contacted. All resumes will be destroyed after three months.</p>  |   |