

ASSOCIATE LAWYER

On behalf of our client, Taylor Law Office, we are seeking an Associate Lawyer to join their boutique firm located in Neepawa, Manitoba. They offer a broad range of legal services in many practice areas, with emphasis on real estate law, estate law, wills and powers of attorney, corporate law and family law. The selected candidate will be rewarded with the opportunity to be mentored in a growing and positive atmosphere.

Key Responsibilities

- Working closely with the team of Lawyers from client intake to document review
- Providing legal services in a variety of practice areas, including Property, Corporate, Wills and Estates and Litigation
- Attending Court as required
- Conducting research and analysis; providing strategic recommendations to avoid risk/liability
- Supporting business development and new client acquisition
- Reviewing and preparing applications/petitions and filings in a timely manner
- Preparing various contracts, agreements, planning of estates and filing tax returns
- Keeping abreast of changes to laws, regulation, manuals, policies, procedures and processes
- Studying and identifying the laws that are applicable to the case
- Managing client cases from start to finish
- Advising clients and conducting legal research on their behalf
- Preparing and reviewing legal documents ahead of a court hearing
- Developing litigation strategies
- Gathering evidence
- Updating and consulting with senior associates
- Supervising paralegals or legal assistants from time to time

Skills and Qualifications

- Licensed to practice in the Province of Manitoba
- Be a member and in good standing with the Law Society of Manitoba Competencies
- Experience with commercial real estate, corporate, and estate administration is an asset
- Be a strong communicator who is energetic, self-motivated and organized
- Have a breadth and depth of technical legal knowledge, excellent business judgement, and strong analytical and drafting skills
- Excellent interpersonal and client service skills
- Advanced critical and legal reasoning skills with problem solving and decision making skills
- Ability to work independently
- Attention to detail and ability to work under pressure
- Possess excellent file and client management skills
- Ensure quality assurance to client service

The firm is offering an opportunity for a motivated individual to further develop their private practice and legal skills with a group of veteran practitioners who will provide excellent mentorship and quality legal work.

If you feel you have the demonstrated background and are interested in learning more about this opportunity please forward your resume to applicants@mnp.ca.