



Slater Vecchio LLP is a mid-size dynamic plaintiff personal injury law firm located in the heart of downtown. We represent individuals who have been injured in motor vehicle accidents as well as people harmed by hazardous or defective products, and unsafe premises.

Slater Vecchio is looking for a dedicated professional who is a self-starter for an opening as a **Plaintiff Personal Injury Paralegal**.

You thrive while working within a fast-paced environment and enjoy showcasing your ability to multitask and prioritize. This position requires you to be detail-oriented and self-motivating as an individual as well as within a team. Having the ability to produce consistently correct work, while dealing with stressful situations, is essential to your success with this career opportunity. You will be working closely with a professional team while being responsible for a wide array of paralegal functions. This is a fun, challenging work environment that requires someone who is proficient, enthusiastic, results-oriented with a proven track record for success. Providing client service that is above and beyond their expectation is the main responsibility of this position.

**It is all about the client.**

**The ideal candidate will bring:**

- Previous experience as a paralegal working in a personal injury firm
- Excellent ability to multi-task, prioritize and be detail-oriented
- Ability to provide outstanding client service
- Superior verbal and written communication skills
- Demonstrated ability to handle confidential and sensitive information with a high degree of discretion and tact
- The ability to work independently and within a team
- A strong work ethic and initiative
- Reliability

**Key responsibilities:**

- Conduct client intake meetings and initialize file openings
- Handle client Part VII benefits including advances, requests for rehabilitation and supporting documentation
- Drafting pleadings
- Vetting clinical records
- Conducting BC Online searches and legal research on legal and quantum
- Review Defence requests

- Prepare Answers to Interrogatories
- Mediation and Settlement Proposals
- Trial and Special Damages Briefs
- Chamber Application materials including Rule 51A

**Qualifications:**

- 1-5 years experience in a similar role
- Good knowledge of Amicus Attorney, PC Law, Primafact Imaging Software, MS Word, Excel and Outlook

The Firm is a strong supporter of career growth and training opportunities.

Qualified candidates are invited to submit a resume and covering letter to:

Heather L. Walker CHRP  
Manager, Human Resources

[careers@slatervecchio.com](mailto:careers@slatervecchio.com)

\*only short listed candidates will be contacted, no phone calls please\*