



<https://theproud.ca/job/litigation-paralegal-edmonton-prsedm004/>

Litigation Paralegal

Description

This role is for a senior litigation paralegal who keeps files organized, deadlines protected, and materials court-ready. You'll be a core operator on busy matters—clean process, strong document control, and no dropped details.

Responsibilities

What you'll own:

- Managing calendars, deadlines, and litigation workflows
- Preparing filings, service, and document books
- Organizing productions, briefs, and evidence materials
- Coordinating discoveries, mediations, experts, and logistics
- Maintaining clean file records, correspondence, and task tracking

Qualifications

What you bring:

- 5+ years of litigation paralegal experience
- Strong organization and comfort with deadlines
- Confidence with document management and court processes
- Clear communication and proactive follow-through

Job Benefits

What you'll get:

- A key seat on active litigation files
- A team that values strong operational support
- Compensation aligned with the Edmonton market

Contacts

About The Proud RS

The Proud RS is a legal recruitment and talent advisory firm serving law firms and in-house teams across Ontario and select U.S. markets. We run confidential searches, prioritize long-term fit, and support candidates through every step—from intro to offer and onboarding.

Helpful links: [Candidates](#) | [Submit Resume](#) | [Legal Career Hub](#) | [Contact](#) | [ILCO](#)

How to Apply:

Click the link below, or, email info@theproud.ca, we will review your application within 24 hours and reach out if your skills are a match for the position. If your skills are not a match for this role, but are a match for another position, we will also reach out. If you do not have the minimum required skills for this position, we will not be reaching out. We will keep your resume on file and if a position becomes available that does match your skill set, we will reach out then. If you have any questions about this, please direct your inquiries to info@theproud.ca

Employment Type

Full-time

Job Location

T5J 3N6, Edmonton, Alberta, Canada

Base Salary

CAD 70,000 - CAD 90,000

Date posted

January 26, 2026

Valid through

26.02.2026

Education

Diploma

Experience

5 years

