

# Paralegal – Disputes (Insurance and Tort Liability – Shipping Focus Group)

November 17, 2022

You have the knowledge, now experience the momentum with BLG. The Montréal office of Borden Ladner Gervais LLP (BLG), a leading, innovative and client-focused law firm in Canada, is seeking a Paralegal - Disputes (Insurance and Tort Liability - Shipping Focus Group).

BLG's Montréal Corporate Commercial team is looking for a resourceful and dynamic individual with a growth mindset that can help solve for today while building for the future. Come experience the momentum with BLG!

## Purpose of the Role

You will be a key member of the Disputes Group legal team working closely with lawyers and legal support staff in the Shipping Focus Group to provide the highest level of service to our clients, while having the opportunity to cultivate your skills as part of a dynamic and successful national team.

Right from the start, you will have access to exceptional opportunities, working with a supportive team focused on providing you with meaningful opportunities to tailor your career path in order to reach your full potential.

## Key Responsibilities

The key responsibilities of this role are:

- You will provide support on matters related to shipping, ground transportation, aviation and insurance matters.
- In addition to being responsible for daily file management, you will assist the Firm's lawyers with directly engaging with clients, drafting pleadings, document collection and production, drafting reports, motions, settlement documents, pre-trial briefs and preparing for hearings and trials.
- You will appoint and manage surveyors and other experts for shipboard investigations

- You will liaise with Transport Canada, the Canadian Vessel Registry, the **Canadian Transportation Agency**, the **Commission des transports du Québec** and other governmental agencies
- You will support in the development of conferences, seminars and other business development activities

## Key Competencies

- A minimum of 5 years' experience in a claims management role or paralegal role with a focus on transportation matters or insurance defence litigation
- Experience with Maritime Law and Federal Court procedures is an asset
- Strong knowledge and understanding of the Federal Courts Rules, Code of Civil Procedure and the litigation process
- Fluency in English and French, spoken and written
- Paralegal or Legal Assistant Diploma is an asset
- P&IQ Certificate or higher qualification is an asset

## What does BLG have to offer you?

- Certification in Legal Project Management (LPM)
- Access to our market-leading mentoring program
- A talent development framework that helps you develop your desired career path
- Exceptional workplace diversity and inclusiveness programs
- A competitive compensation and benefits package

## How to Apply\*

**We thank all applicants for their interest in this position, however, only applicants selected for an interview will be contacted.**

Everyone at BLG is required to carry out the duties of their role while upholding the important principles of our respectful workplace policies, and treating everyone with respect, regardless of position. At BLG, valuing diversity and inclusion is key to a respectful workplace.

Effective June 27, 2022, BLG has suspended its current vaccine policy mandate. As the pandemic is not over, the safety of Firm members and the BLG community remains our top priority. Given the ever-evolving nature of the situation, we will continue to closely monitor health conditions and if necessary implement new measures to protect Firm members. While it is not a condition of employment, we would appreciate reviewing your most recent proof of vaccine if available.

BLG is committed to building and fostering a workplace that is reflective of our communities, where all firm members feel included, valued, and heard. We welcome applications from all qualified candidates but acknowledge the systemic and structural barriers that have, historically, marginalized and barred certain groups from accessing employment opportunities. As part of our commitment to removing barriers to employment, we strongly encourage applications from members of these historically marginalized groups including, but not limited to, Indigenous peoples, racialized

individuals, members of the LGBTQ+ community, people with disabilities and women. Accommodations are available, upon request, in all aspects of the recruitment process.

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## **BLG | Canada's Law Firm**

As the largest, truly full-service Canadian law firm, Borden Ladner Gervais LLP (BLG) delivers practical legal advice for domestic and international clients across more practices and industries than any Canadian firm. With over 725 lawyers, intellectual property agents and other professionals, BLG serves the legal needs of businesses and institutions across Canada and beyond – from M&A and capital markets, to disputes, financing, and trademark & patent registration.

[blg.com](http://blg.com)

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