

## Full-Time (Hybrid) Legal Assistants (2)

**The refugee and immigration law firm of Landings LLP is looking for two full-time Legal Assistants to join the team. We are seeking experienced Legal Assistants who are incredibly organized, compassionate, and who thrive in a fast-paced environment. In this role, you will be part of a small, dedicated team supporting life-changing work for refugees, migrants and their families.**

### Who we are

Landings LLP is a full-service refugee and immigration law firm recognized as one of the top law firms in Canada by the Globe and Mail. We represent individuals seeking refugee protection, temporary and permanent immigration status in Canada and Canadian citizenship. We also assist individuals and their families when problems arise with their immigration status. In addition, we act for non-government organizations that seek legal advice, and we challenge unjust laws and government actions through constitutional litigation. Our lawyers are often involved in high-profile cases and regularly appear before the Immigration and Refugee Board and all levels of Court, including the Supreme Court of Canada.

### Who you are

- You are detail-oriented, a quick learner, and take pride in producing accurate work.
- You are well-organized, articulate, and thrive in a fast-paced environment.
- You are compassionate, patient, empathetic, and you are comfortable working with people whose first language may not be English, including individuals who have experienced trauma or who may have mental health concerns.
- You take initiative, follow through on tasks, and understand that excellent legal services depend on strong interpersonal skills, clear communication, and an efficient office.
- You enjoy working collaboratively and contributing to the culture and systems of a growing firm.
- You bring relevant education, training or experience as a legal assistant, law clerk, paralegal, administrator, community worker or in the settlement agency sector.
- A good working knowledge of Microsoft Office, Teams, OneDrive, and Adobe; familiarity with Clio is an asset.
- A demonstrated interest in working with refugees and migrants is an asset.

### What you will do

- Support lawyer(s) with client work, case preparation, and special projects
- Manage evidence disclosure and other documentation packages
- Draft clear, client-focused correspondence
- File materials with tribunals and courts, and help calendarize key deadlines and follow-ups
- Draft invoices and assist with file maintenance and review
- Work with clients on forms and tracking client documents
- Collaborate with the firm's administrative team to design and improve firm systems and workflows
- Assist with other firm-wide tasks as needed in a growing practice.

**How to apply**

Landings LLP will consider applications received by May 8, 2026. Please send your resume, cover letter and school transcripts (*unofficial copies accepted*) in a single PDF to [ypliassounov@landingslaw.com](mailto:ypliassounov@landingslaw.com) with the subject line “Legal Assistant”.

Only applicants who are selected for an interview will be contacted. If you require accommodation at any stage during the recruitment process, please let us know by emailing [ypliassounov@landingslaw.com](mailto:ypliassounov@landingslaw.com) and we will work with you to meet your needs.