



Administrative Assistant - China Group

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife. The firm is recognized and respected by its peers in legal and business publications and was recently named one of BC's Top Employers for 2021. Business in Vancouver also recognized Lawson Lundell LLP as the fastest growing law firm in Western Canada.

Lawson Lundell LLP is currently seeking an Administrative Assistant to join our Vancouver office. The successful candidate is an enthusiastic, hardworking individual who would like to work in our China Group. The regular working hours for this role are Monday – Friday, 8:30am – 4:30pm.

Standard Responsibilities

The Administrative Assistant will be responsible for the support of the Paralegals in our China Group. This role would be a great opportunity for a new graduate or a Junior Legal Assistant.

Duties include but are not limited to:

- Printing, photocopying and scanning;
- Maintain BF system; and
- Filing, opening and closing files.

Qualifications

- Detail oriented, strong organizational skills and ability to multi-task
- Legal Assistant certification from an accredited institution
- Displays extraordinary customer service in a professional, mature and courteous manner
- Dependable and punctual team player
- Exceptional interpersonal skills
- Excellent spoken English and composition, spelling, grammar and editing skills
- Ability to speak Mandarin is an asset

If you are a professional, motivated hardworking team player with a positive outlook and would like to share your expertise with us, please submit your resume with a cover letter to **Raj Sidhu, Director of Human Resources** at rsidhu@lawsonlundell.com.

Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits:** extended health, dental, vision, out of country, life, AD&D
- **Fitness Benefit:** reimbursement for fitness equipment or fitness membership
- **Paid Time Off:** vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year
- **Financial Benefits:** defined contribution pension plan matched by the firm, RRSP, TFSA, year-end



bonuses and an employee referral bonus program

- **Fun Environment:** annual year end party, happy hours, staff appreciation week, and many other social events
- **Flexible work hours**
- **Awards:** long term service and bonus vacation awards

What to expect

- A commitment to diversity and inclusiveness; we believe that fostering a diverse and inclusive workplace benefits both our firm and clients
- An environment where constant learning is encouraged
- A fun and collaborative work environment
- A team of unique individuals who will help take your skills and experience to the next level
- A commitment to providing a discrimination-free and harassment-free workplace environment

We support equal opportunities for all applicants and encourage all people of visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply.

Although we thank all applicants for their interest in Lawson Lundell LLP, only shortlisted candidates will be contacted. No phone calls please.