



## Intermediate Corporate Legal Assistant - Vancouver

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 seeking an Intermediate Corporate Legal Assistant to join our Vancouver office. The successful candidate is an enthusiastic, hardworking individual who would like to work in our corporate practice. The Legal Assistant will assist their assigned lawyers and support the busy team. Working hours for this role are Monday – Friday, 8:30am – 4:30pm.

### Standard Responsibilities

- Preparing and drafting various correspondence and documents
- Drafting documents in support of corporate and commercial transactions
- Time entry and billing
- Maintaining an efficient file management and bring forward system
- Maintaining a full calendar, email management and managing lawyers' practice
- Liaising with legal assistants, paralegals, lawyers and clients on file progress
- General administrative and personal assistance duties, as required

### Qualifications

- Legal Administrative Assistant Certificate or Diploma from an accredited institution
- 3+ years' Legal Assistant experience
- Advanced Microsoft Word skills, proven ability to create and edit large documents
- Detail oriented, strong organizational skills and an exceptional attention to detail
- Displays extraordinary customer service in a professional, mature and courteous manner
- Highly dependable and adaptable with great work ethic
- Ability to multi-task, meet deadlines and solve problems in a fast paced environment
- Has the ability to work both independently and as part of a collegial team
- Exceptional interpersonal skills
- Excellent oral and written English communication skills

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 **Linda Kilkenny, Human Resources Advisor** at [lkilkenny@lawsonlundell.com](mailto:lkilkenny@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.**