



Corporate Legal Administrative Assistant – China Group

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife, which is known for its practical, strategic, approach to legal and business problems. 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 a Legal Administrative Assistant to join our Vancouver office. The successful candidate is an enthusiastic, hardworking individual who would like to work with our China Group. The regular 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 duties as required

Qualifications

- Legal Assistant certification from an accredited institution
- Minimum 2 years of experience
- Detail oriented, strong organizational skills and ability to multi-task
- Able to organize and prioritize workload in a busy work environment
- 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 Kristi Stillie at kstillie@lawsonlundell.com.

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