



## **Real Estate Legal Administrative Assistant (Mat Leave Contract)**

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife, 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 for a 12 – 18 month maternity leave contract to join our Vancouver office. The successful candidate is an enthusiastic, hardworking individual who would like to work with our Real Estate 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 Administrative Assistant certification from an accredited institution
- 1-2 years of experience
- Experience with BC Online, LTSA and PPSA searches is an asset
- Excels in Microsoft Office
- Attention to detail a must
- Experience with general due diligence
- Team oriented
- Highly organized
- Dependable
- Flexible and adaptable

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](mailto:kstillie@lawsonlundell.com).

Lawson Lundell LLP is committed to the principle of equal employment and advancement opportunity for all employees and potential employees, along with a discrimination-free and harassment-free workplace environment.

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