



## Senior Banking and Lending Paralegal

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife, who 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 Senior Banking and Lending Paralegal to join our Vancouver office. The successful candidate is an enthusiastic, hardworking individual who would like to work within our banking and lending practice. Our banking and debt financing group is widely recognized as a top performing practice group in Vancouver with an attractive variety of work and client. The regular working hours for this role are Monday – Friday, 8:30am – 4:30pm.

### Standard Responsibilities

- Review governing facility letters
- Conduct and review all necessary due diligence searches
- Draft correspondence to Borrower's solicitors and all other necessary correspondence
- Draft and finalize all loan and security documentation required in connection with the facility letter
- Attend to registrations and other security filings
- Review executed documents and communicates deficiencies
- Review post-registration searches
- Draft payout letters
- Finalize and attend to payouts and all closing matters
- Draft and finalize reporting letters and opinions and all ancillary correspondence
- Follow up for outstanding deficiencies and other matters
- Attend to all final reporting

### Qualifications

- Paralegal certificate or a diploma from a recognized institution
- A minimum of seven years Canadian experience as a Banking/Lending Paralegal with at least five years of handling a high volume of transactions independently
- Outstanding interpersonal skills, strong oral and written communication skills
- Excellent organization and time management skills
- Ability to multi-task and deliver high quality work under tight deadlines
- Excellent computer and research skills
- Good analytical and problem solving skills
- Ability to work independently while being part of a team



### Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits** (50% covered by the employer): 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 (bonuses & extra vacation)

If you are interested in becoming part of our dynamic environment and would like to apply for this position, please submit your resume with a covering letter to the attention of **Linda Kilkenny, Human Resources Advisor** at [lkilkenny@lawsonlundell.com](mailto:lkilkenny@lawsonlundell.com).

### 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.**