



**ALEXANDER
HOLBURN**
ALEXANDER HOLBURN BEAUDIN + LANG LLP

JOB DESCRIPTION

CORPORATE PARALEGAL

Alexander Holburn Beaudin + Lang LLP is a full service, downtown Vancouver law firm, ranked by *Canadian Lawyer* magazine as one of Western Canada's Top 10 regional law firms. Our 75+ lawyers advise across 25 practice areas.

Position Description

We are currently seeking a junior/intermediate paralegal to join our Corporate Services department. This role is ideal for a candidate who is looking for career growth and an opportunity to be mentored by a senior Corporate Services paralegal. This role involves working directly with other Corporate Services team members and lawyers on various corporate transactions, including incorporations, due diligence, acquisitions, amalgamations, reorganizations, dissolutions, and general corporate maintenance. Knowledge of non-profit corporate operations would be an asset.

Practice Description

Our Corporate/Commercial Practice group provides legal services to Canadian and international clients across the industry spectrum regarding their business opportunities in British Columbia, Canada and around the world. We are equally comfortable working with the daily operational corporate requirements of manufacturing and exporting clients as we are handling intellectual property issues for clients in the technology sector, advising on governance issues for not-for-profit associations, assisting clients in a franchise transaction or advising clients in the transportation sector.

Position Requirements

The candidate would have the following background, skills and experience:

- a Paralegal certificate or diploma from a recognized institution;
- 1-3 years of prior experience as a paralegal in a Corporate Services department;
- excellent written and oral communication skills;
- good analytical and problem-solving abilities;
- the ability to prioritize work and meet tight deadlines;
- a high level of professionalism while working closely with lawyers, staff and clients;
- experience working with ALF would be a strong asset.

Application Information

For more information or to apply in confidence, please send your cover letter and resume to:

Scarlett Yim, HR Manager
Email: syim@ahbl.ca