

Coordinator of Student Programs

Alexander Holburn Beaudin + Lang LLP is a leading mid-sized Vancouver-based law firm providing a wide range of litigation/dispute resolution and business law services. Our firm values are trust, balance and teamwork. In the spirit of these values, we offer strong support for our employees, in a collegial and dynamic work environment.

We are currently recruiting for a highly organized, energetic and motivated individual for the role of an **Coordinator of Student Programs** supporting our Partner and Director of Associate and Student Programs. This is an excellent opportunity for an experienced, career-motivated individual who enjoys challenging work and a stimulating, fast-paced work environment. The successful candidate must be a self-starter and able to manage and coordinate multiple overlapping administrative matters with competing deadlines. Sound judgment, organizational skills and keen attention to detail are a must. This position will work with confidential information and therefore the successful candidate must have a demonstrated ability to manage confidential information with tact and diplomacy.

Responsibilities

- Provides general administrative support to and works closely with the Director on a variety of initiatives as requested, including lawyer and student performance assessments, continuing professional development and other matters;
- Coordinates the administrative component of the Vancouver summer and articling student programs, including social events and Law Society of British Columbia filings as well as articling and summer student recruitment;
- Works closely with the Director to carry out law school liaison initiatives, including events, sponsorships, and provides administrative support regarding same;
- Coordinates travel arrangements and bookings for the Director;
- Manages the Director's calendar and assists with various bookings;
- Undertakes special projects and other duties, as assigned.

Qualifications

- Minimum of 5 years administrative experience in a multi-faceted role, including experience working in a high volume, fast paced position;
- Strong project management skills, including the ability to take initiative and ownership over matters and work independently;
- High degree of accuracy of work product and attention to detail, while juggling competing demands;
- Exceptional organizational, interpersonal and client service skills;
- Strong written and oral communication skills, including the ability to communicate in a professional manner;
- Ability to juggle multiple competing priorities and manage a heavy workload;
- Demonstrated ability to manage and coordinate sensitive and confidential information with discretion, tact and diplomacy;
- Advanced knowledge of MS Word, Excel and Outlook;
- Demonstrated knowledge of using a DMS (Document Management System);
- Experience using recruitment software such as ViRecruit is an asset, but not required;
- Previous experience in a law firm or professional services environment is an asset, but not required; and
- Previous experience handling a student portfolio, dealing with a provincial law society with respect to articling requirements, or working with law school careers offices, is an asset but not required.

Salary

A competitive salary and benefits package are offered, along with a matching RRSP Program after 2 years of employment with the firm.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hrinfo@ahbl.ca