ALEXANDER HOLBURN

JOB DESCRIPTION

INTERMEDIATE LEGAL ADMINISTRATIVE ASSISTANT LITIGATION

Alexander Holburn Beaudin + Lang LLP is a leading firm dedicated to providing a full range of business, litigation, and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking an Intermediate Litigation Legal Administrative Assistant with solid work experience and educational background to join our team. Candidates must be able to work well both independently and within a team environment.

Responsibilities:

- Thorough knowledge of legal documents, filing systems, and clerical administrative practices.
- Drafting and transcribing legal documents and general correspondence.
- Coordinating bookings for mediations, discoveries, trials, and client meetings.
- File management, including organizing/managing documents and filing.
- Maintaining an active bring forward system.
- Maintaining open and closed files as required.
- Preparing and following up on monthly and quarterly billing statements.
- Other duties/responsibilities as assigned.

Qualifications:

- A minimum of 5+ years of experience working as a Litigation LAA.
- Graduate of an accredited Legal Administrative Assistant program or relevant experience.
- Proficient in Word and Outlook. Prior experience with Elite 3E would be an asset.
- Excellent attention to detail and organizational skills.
- Ability to prioritize work, multitask, and meet deadlines.
- Ability to communicate clearly and concisely, both orally and in writing.
- A thorough understanding of litigation legal procedures.
- Ability to maintain confidentiality with client information.

Compensation:

AHBL offers a competitive salary ranging from $68,000 to $85,000. We also offer a variety of benefits, including:

- Health and Dental plan, an Employee Assistance Program (EAP), and a matching RRSP Program after one year of employment with the firm.
- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year.
- Lifestyle Benefit: fitness reimbursement for memberships and gym equipment.

- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement policy provides an opportunity for our staff to expand their skills and knowledge.
- Fun Environment: annual year-end party, happy hours, staff appreciation week, and many other social events.

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

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