ALEXANDER HOLBURN

JOB DESCRIPTION

LEGAL ADMINISTRATIVE ASSISTANT FLOATER

Alexander Holburn Beaudin + Lang LLP is a leading law 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 a Legal Administrative Assistant Floater to join our firm. This position provides many opportunities to learn within a growing, vibrant, and team-oriented environment.

Responsibilities:

- Providing overflow support and coverage to Legal Administrative Assistants and Lawyers.
- Drafting and transcribing legal documents, pleadings, and correspondence.
- Arranging appointments and communicating with clients and opposing counsel.
- Assisting with scheduling IMEs, Mediations, Discoveries, and Trials.
- File management including organizing and managing documents, updating binders, and filing.
- Maintaining efficient electronic file management and BF system.
- Assisting with billing matters.
- General administrative duties as required.

Qualifications:

- A Legal Administrative Assistant certificate from an accredited institution.
- A minimum of 3 years of experience working as a Litigation LAA.
- Excellent knowledge of administrative procedures.
- Ability to multitask and exercise initiative and good judgement.
- Ability to work well both in a team environment and independently.
- Knowledge of Elite would be an asset.
- Flexible and adaptable to changing work demands, volumes, and schedules.
- Strong written and verbal communication skills.
- Excellent accuracy and organization skills.
- A professional demeanour.

Compensation:

AHBL offers a competitive salary ranging from $55,000 to $68,000. 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.