



## Legal Administrative Assistant (ICBC)

Alexander Holburn Beaudin + Lang LLP is a leading regional 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 recruiting for a Legal Administrative Assistant to join our ICBC practice group, working with a Senior Associate and Paralegal.

### Responsibilities:

- Draft legal documents and correspondence.
- File legal documents with the court registry.
- Coordinate bookings for mediations, discoveries, trials and client meetings.
- File management including organizing and managing, correspondence, documents and medical binders.
- Maintain active bring forward system.
- Prepare client billing statements and reminders.
- Maintain open and closed files as required
- Other duties/responsibilities as assigned.

### Qualifications:

- Proficient in Word and Outlook.
- 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.
- 4+ years' experience working as a litigation LAA. ICBC defence would be considered a strong asset.
- Ability to maintain confidentiality with client information.

### Salary:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

### Diversity + Inclusion:

We value diversity and inclusion at our firm. We are committed to providing equal opportunities in employment and maintaining a workplace free from discrimination and harassment. This means that all job applicants, employees, and partners will receive equal treatment regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation.

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