ALEXANDER HOLBURN

JOB DESCRIPTION

CORPORATE PARALEGAL

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.

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.

We are currently seeking an intermediate Corporate Paralegal with solid work experience and educational background to join our Corporate Services department. This role works directly with other Corporate Services team members and lawyers. Candidates must be able to work well both independently and within a team environment. This position would be reporting to the Corporate Services Supervisor.

Responsibilities:

- Maintenance of corporate records, assisting with due diligence, interacting with clients and time entry.
- Preparation of Corporate Services invoices and administration of billing of Corporate Services matters to clients.
- Attending to incorporations, corporate transactions and estate planning transactions involving a corporate element.
- Corporate Commercial contract review and preparation under the supervision of lawyers.

Qualifications:

- A Paralegal certificate or diploma from a recognized institution.
- 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.

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.