

LEGAL ADMINISTRATIVE ASSISTANT

Alexander Holburn Beaudin + Lang LLP is a leading national 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 ICBC Insurance Defence Legal Administrative Assistant with solid work experience and educational background to join our litigation practice. This role will be supporting a Partner and Paralegal. Candidates must be able to work well both independently and within a team environment. If you are looking for an opportunity that provides individual growth and development, in a supportive, diverse and collegial environment, we would like to hear from you!

Responsibilities:

- Basic drafting of legal documents and general correspondence.
- Coordinate bookings for mediations, discoveries, trials and client meetings.
- File management including organizing and managing documents, updating binders and filing.
- Maintain active bring forward system.
- Maintain open and closed files as required.
- Prepare monthly billing statements.
- Other duties/responsibilities as assigned.

Qualifications:

- Graduate of an accredited Legal Administrative Assistant program or relevant experience.
- Proficient in Word and Outlook. Prior experience with Elite 3E would be helpful.
- Excellent attention to detail and organizational skills.
- Ability to prioritize work, multitask and meet deadlines in a high volume practice.
- 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. Previous experience working in insurance defence would be considered an asset.
- Ability to maintain confidentiality with client information.

Compensation:

In addition to a competitive salary and benefits package, the firm provides paid health and dental plans, an Employee Assistance Program (EAP) and a matching RRSP Program. The firm also offers paid sick and personal days, a paid volunteer day and flexible work arrangements.

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,



JOB DESCRIPTION

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.