

COMPLIANCE LAWYER

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 lawyer to oversee our firm's compliance initiatives. The Compliance Lawyer will report to our Chief Operating Officer and our Managing Partner.

Responsibilities:

- Managing and administering our ethical wall, conflict, and client identification systems.
- Supervising the Compliance Administrator and Compliance Assistant including all their responsibilities.
- Managing all aspects of EWalls.
- Supervising matter and client closing in 3E.
- Providing additional training to LAAs and lawyers.
- Assisting lawyers with interpreting the conflict reports, managing conflict issues.
- Assisting LAAs with client identification / file opening information.
- Supervising the use of Equifax and providing training.
- Training on ethics, conflicts, EWalls, file opening, file closing.

Qualifications:

- 5+ years of legal experience.
- Experience in a management capacity would also be an asset.
- Preference will be given to candidates with experience in legal information technology systems, including 3E, iCompli and/or Matter Expert.
- A thorough understanding of the professional and ethical standards in the practice of law is essential.
- Excellent analytical, research, technical and organizational skills.
- Ability to quickly identify and solve problems.
- Team-oriented.
- Superior communication skills.

Compensation:

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

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 hinfo@ahbl.ca.