

EXECUTIVE ASSISTANT

Alexander Holburn Beaudin + Lang LLP is a leading 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 an Executive Assistant. This position reports directly to the Chief Operating Officer of the firm. Candidates must be able to work well both independently and within a team environment.

Responsibilities:

- Handles confidential partnership information and maintains files for each partner and all correspondence relating to partnership issues.
- Provides support to the Compensation Committee, Executive Committee and various other committees at the firm. This involves finding lawyer availability, booking meetings, boardroom allocation and the materials required for those meetings.
- Assists with the preparation of partners' meetings, and material and takes minutes at all partnership meetings and other meetings as required.
- Prepares and submits the application for all firm insurance policies.
- Plans all partner and lawyer retreats and various other events throughout the year.
- Prepares all correspondence relating to banking, landlord and other issues throughout the year.
- Prepares cheque requisitions and correspondence relating to professional dues for firm members and departed members.
- Audits firm health benefits invoices and processes payments.
- Prepares and distributes the firm's internal newsletter.
- Screens correspondence and requests, preparing replies for the more routine correspondence.
- Assists with other administrative duties as required by the COO.

Qualifications:

- Proficient in Outlook, MS Word and Excel.
- Professional, personable and approachable.
- Previous experience in a professional services environment considered an asset.
- Experience with Asana considered an asset.
- Recognizes the explicit importance of maintaining employee confidence and ensures all internal and external information remains confidential.

Compensation:

AHBL offers a competitive salary ranging from \$50,000 to \$70,000. 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.