



**Junior Legal Administrative Assistant Floater
Job Description**

Alexander Holburn Beaudin + Lang LLP is a leading mid-sized Vancouver-based law firm providing a wide range of litigation/dispute resolution and business law services. We are currently recruiting for a junior Legal Administrative Assistant Floater. The position provides many opportunities to learn within a growing, vibrant and team oriented environment.

Responsibilities include but are not limited to the following:

- Covering for absent Legal Assistants and providing assistance to Partners, Associates and Paralegals.
- Drafting and transcribing legal documents, pleadings and correspondence.
- Attending to document requests.
- Arranging appointments and communicating with clients and opposing counsel.
- Assisting with scheduling IMEs, Mediations, Discoveries and Trials.
- File management including organizing and managing documents, updating binder and filing.
- General administrative duties as required.

Qualifications:

- A Legal Administrative Assistant certificate from an accredited institution combined with experience working in a law firm or office environment.
- Excellent knowledge of administrative procedures.
- Ability to multi task and exercise initiative and good judgement.
- A solid knowledge of MS Office.
- Able to work well both in a team environment and independently
- Knowledge of Elite would be an asset.
- Flexible and adaptable to changing work demands, volumes, and schedules.
- Strong written and verbal communication skills.
- Excellent accuracy and organization skills.
- A professional demeanour.

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

Salary Range:

A competitive salary and benefits package are offered, along with a matching RRSP Program after 2 years of employment with the firm.