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**Solicitors Assistant – Corporate Commercial**

**Responsibilities & Knowledge:**

- Open and close client files, and prepare pre-bills.
- Manage Lawyer’s calendars, meeting schedules, and Bring Forward system.
- Assist with the drafting of agreements, supporting documents, and correspondence based on written instruction or verbal direction.
- Conduct, review, and organize due diligence searches.
- Organize and maintain precedents.
- Assist with day to day inquiries and requests.

**Qualifications:**

- Paralegal/legal Assistant with a Corporate/Commercial background.
- Proficiency with BC Online, LTSA, BC Personal Property Registry filings.
- Critical thinking, analysis, and research skills.
- Strong communication skills with lawyers, colleagues, and opposing law firms.
- Strong understanding of corporate structures, trusts, and partnerships.
- Ability to read, interpret, and apply legal documentation, laws or legislation.
- Ability to handle sensitive or private information with tact and discretion.
- Highly organized, detail-oriented and the ability to multi-task and prioritize.
- Flexible, team player that is client service oriented.

We offer employees a positive working environment and encourage a balanced lifestyle. In addition to a competitive salary and vacation entitlement, we have a benefits program which includes paid personal days, wellness initiatives, health & dental benefits, group RRSP and TFSA plan with matching contribution, a social committee with firm sponsored social events, and professional development assistance.

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