



Title:	Paralegal
Description:	Construction Paralegal
Practice Group:	Construction and Infrastructure Practice Group
Location:	1200 - 925 West Georgia Street, Vancouver, BC V6C 3L2
Contact:	Stephen Hinds, Manager, Human Resources
Supervising Lawyers:	N/A

Singleton Urquhart Reynolds Vogel LLP is a Canadian law firm with offices in Vancouver and Toronto. Our focus is on helping clients from construction and infrastructure, commercial litigation, insurance, real estate and business seize emerging opportunities and find solutions to complex legal problems.

Operating on a national platform, Singleton Reynolds is positioned as a new best-in-class law firm offering legal services and a long-standing reputation in dispute resolution.

The ideal candidate is a highly motivated legal professional that thrives when working on major mandates that are interesting and complex while under the mentorship of national and internationally respected senior lawyers. The high stakes practice operates on a flexible and innovative platform along with an excellent work culture that is welcoming and inclusive. Singleton Reynolds is committed to providing personal, innovative, and cost effective services to all its clients.

The Firm has over 50 lawyers in two offices and provides a wide range of legal services including the following key practice areas:

- Construction and Infrastructure Law
- Commercial Litigation
- ADR
- Commercial Real Estate
- Wills & Estates
- Immigration
- Insurance Defense
- Professional Liability
- Entertainment Law
- Corporate Commercial
- Workplace Law

OUR COMMITMENT

At Singleton Reynolds, we are committed to providing a rewarding and supportive working

environment. The Firm maintains many programs to fulfil this commitment. For example, the Singleton Reynolds Institute is an internal seminar series aimed at providing a wide range of skills-based training for all our paralegals.

THE ROLE

Singleton Reynolds is seeking a Construction Litigation Paralegal to join our team. The position requires 3-5 years' experience. The successful candidate will assume the following responsibilities:

- Organizes complex, multi-party construction files.
- Coordinates, reviews and interprets required evidence.
- Reviews witness testimony.
- Drafts lists of documents, correspondence, and/or pleadings.
- Coordinates examinations for discovery and trial dates.
- Prepares all necessary court applications.
- Executes BC-Online searches or other necessary legal research.

KEY QUALIFICATIONS and EXPERIENCE

- Completion of a Paralegal Diploma/Certificate from an accredited post-secondary institution.
- 3-5 years' experience as a litigation paralegal or an equivalent combination of training, education, and experience.
- Working computer knowledge including: MS Word, MS Excel, MS Outlook, Internet or litigation related software, such as Summation.

SKILLS & ATTRIBUTES:

- Exceptional ability to organize complex, multi-party construction files with large volumes of documents.
- Strong ability to review and list documents using required litigation software.
- Highly organized with an exceptional eye for detail and a high degree of accuracy in work product.
- Strong independent work ethic and initiative.
- Ability to work well within a team environment as well.
- Excellent communication skills, both written and verbal.
- Sound business judgment including the ability to handle sensitive and confidential information.
- Exceptional time-management and follow up skills.
- A proven ability to thrive in a fast-paced deadline-driven environment.

KEY COMPENSATION

A competitive salary and benefits package together with opportunities for personal and professional growth. We offer an annual education/tuition reimbursement program, fitness subsidy, and ongoing educational seminars as part of our employee experience program.

KEY CONTACT

To pursue this employment opportunity, candidates are invited to submit their applications to:

Singleton Urquhart Reynolds Vogel LLP
Attention: Stephen Hinds
925 West Georgia Street, Suite 1200
Vancouver, BC
V6C 3L2

Email: jobs@singleton.com

Singleton Reynolds is committed to the principle of equality in employment standards and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those short-listed and selected for interviews will be contacted.