



Title: Paralegal

Description: Senior ICBC Paralegal

Practice Group: ICBC

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 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

THE ROLE

Singleton Reynolds is looking for a Senior ICBC Paralegal to join our team. This is a full-time, 9-month contract position. The position requires 5-10+ years' experience, and the successful candidate will need to qualify for an ICBC Billing Number.

The successful candidate will assume the following responsibilities:

- Monitors and diarizes limitation dates;
- Drafts, files, and serves pleadings, motions, and application materials;
- Completes Chambers and Trial preparation;

- Interviews clients to determine scope and validity of claim;
- Documents proof of claim;
- Manages file progression including obtaining relevant documentation and managing settlement process;
- Maintains file lists and reports to lawyers;
- Maintains client damage lists;
- Reviews and summarizes medical and rehabilitation records;
- Prepares correspondence and a variety of legal documents and ensures compliance with Rules of Court;
- Summarizes discoveries;
- Conducts research of records, court files and other legal documents;
- Assembles documentary evidence for trials;
- Maintains a well-organized work environment and implements efficient processes that minimizes lawyers' administrative load and ensures ease of reference to firm's documents.

KEY QUALIFICATIONS and EXPERIENCE

- 5-10+ years' paralegal experience;
- Paralegal certificate from an accredited program;
- Previous personal injury defense experience;
- Superior organizational/document management skills with a strong attention to detail;
- Experience billing through ICBC and time tracking;
- Exceptional aptitude for software and systems;
- Advanced knowledge of database management;
- General litigation experience would be an asset.

SKILLS & ATTRIBUTES:

- Strong research and legal analysis skills;
- Excellent ability to manage work responsibly in an unstructured environment;
- The ability to act independently, confidently, and make judgment calls and recommendations;
- Excellent interpersonal skills;
- Excellent communication skills both written and verbal;
- Sound business judgment including the ability to handle sensitive and confidential information;
- Strong critical thinking skills and a high level of initiative;
- Proactive approach to problem solving;
- A proven ability to prioritize multiple assignments;
- The ability to work collaboratively and support a team environment;
- A strong orientation towards delivering a superior standard of service;
- A proven ability to thrive in a fast-paced deadline-driven environment;

- Computer knowledge including: MS Word, MS Excel, Outlook, Internet, Case Management and Time tracker software.

KEY COMPENSATION

A competitive salary and benefits package together with opportunities for personal and professional growth.

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.