



Description:	Litigation Paralegal
Practice Group:	Commercial and Business Litigation Practice Group
Location:	1200 - 925 West Georgia Street, Vancouver, BC V6C 3L2
Contact:	Stephen Hinds, Director, Human Resources
Supervising Lawyers:	M.C. (Mark) Stacey, Partner

Singleton Urquhart Reynolds Vogel LLP is recognized as a leader in construction and infrastructure, insurance, commercial litigation, real estate and business law. Founded in 1982, with its roots in construction litigation, the firm has grown to add a full complement of business law services including corporate commercial, commercial real estate, construction contracts, and estates planning.

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

The Firm has almost 60 lawyers in two offices (Toronto and Vancouver) 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**

- Prepares court documentation related to contract disputes, debt collection, default judgements, applications and orders.
- Drafts, files and serves pleadings and application materials.
- Prepares court hearings, mediations and settlement conferences.
- Prepares correspondence and a variety of legal documents while ensuring compliance with Rules of Court.
- Manages file progression and works with team members to ensure timely steps are taken.

- Develops a system to maintain file and task lists for reporting progress to Supervising Lawyer(s).
- Conducts research of records, court files and other legal documents.
- Maintains a well-organized work environment and implements efficient processes that minimizes lawyers' administrative load.
- Prepares documents with and without firm precedents according to instructions and information provided by the Supervising Lawyer(s) and information gathered through own research (examples include Petitions, orders Nisi, Notices of Civil Claim, affidavits and Notices of Application).
- Maintains confidentiality of the Firm, client, and employee information.

#### **KEY QUALIFICATIONS and EXPERIENCE**

- 2-4+ years' intermediate paralegal with litigation, debt collection, and foreclosure experience.
- Paralegal certificate from an accredited program.
- Previous experience with electronic document management systems such as Eclipse.
- Previous foreclosure and general litigation experience.
- Experience working within a busy real estate litigation practice is an asset.

#### **SKILLS & ATTRIBUTES:**

- Strong familiarity with searching and reviewing Land Title Office documents.
- Superior organizational/document management skills with a strong attention to detail.
- Strong ability to work collaboratively and support a team environment.
- Proven ability to prioritize multiple assignments.
- Exceptional aptitude for software and systems.
- Experience with database management.
- Excellent interpersonal skills.
- Excellent communication skills both written and verbal.
- Sound business judgment including the ability to handle sensitive and confidential information.
- 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 (such as Eclipse) and time tracker software.

#### **KEY COMPENSATION**

A competitive salary and benefits package together with opportunities for personal and professional growth. We offer a fitness subsidy, an annual education/tuition allowance, and ongoing continuing educational seminars.

**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](mailto: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.