



Title: Legal Administrative Assistant

Department: Commercial Real Estate

Location: 925 West Georgia Street, Suite 1200, Vancouver, BC V6C 3L2

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 new best-in-class law firm offering legal services and a long-standing reputation in dispute resolution.

With 60 lawyers operating in Toronto and Vancouver, the Firm provides a wide range of legal services including the following key practice areas:

- Construction & Infrastructure Law
- Commercial Litigation
- Insurance Defence
- Professional Liability
- Corporate Commercial
- Commercial Real Estate
- Workplace Law
- Wills & Estates
- Entertainment Law
- Business Immigration

#### **ROLE OVERVIEW**

Reporting to lawyers within the Real Properties Group, the successful candidate will work with a team of lawyers, paralegals and administrative staff to support the practice and provide administrative guidance as well as be responsible for a wide array of legal administrative tasks.

#### **RESPONSIBILITIES**

- Manages all aspects of Commercial Real Estate files.
- Provides clear, concise and complete oral and written information.
- Drafts correspondence and legal documents.
- Maintains all administrative functions, including file opening/closing procedures, maintains the calendar, books appointments, manages bring forwards and reviews and prepares invoices.

- Performs editing and formatting of documents for various correspondence, reports, forms, spreadsheets and databases.
- Manages work volume and juggling priorities while supporting a demanding practice.
- Manages a high volume of paper/email correspondence.
- Ensures deadlines are met.
- Manages and maintains contact and referral lists.
- Sorts incoming mail and preparation of outgoing mail.
- Performs other duties as required.

#### **KEY QUALIFICATIONS & EXPERIENCE**

- 3+ years of experience working as a legal administrative assistant.
- Legal Administrative Assistant Certificate from an accredited program.
- Previous corporate commercial experience.
- Superior organizational/document management skills with a strong attention to detail.
- Exceptional aptitude for software and systems.
- Advanced knowledge of database management.

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

- Highly organized with a strong attention to detail.
- Takes initiative; thinks ahead and anticipates.
- Highly inquisitive and is comfortable seeking clarification on issues.
- Comfortable with technology; good working knowledge of MS Word, MS Excel, Outlook, Document Management, Internet, Meeting AV (e.g. Go To Meeting).
- Strong familiarity with accounting processes; commander of getting bills out on time.
- Ability to manage work volume and competing priorities.
- Team player; can work both collaboratively as well as work independently.
- A strong work ethic and entrepreneurial initiative.
- Exceptional 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.

#### **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.

## CONTACT

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

Singleton Urquhart Reynolds Vogel LLP  
Attention: Stephen Hinds, Director Human Resources

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.