



Title: Legal Administrative Assistant

Practice Group: Commercial Real Estate

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

Contact: Stephen Hinds, Director, Human Resources

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.

With 60 lawyers operating in Toronto and Vancouver, the Firm 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

Singleton Reynolds is currently seeking a Senior Legal Administrative Assistant to join our Commercial Real Estate practice group. This position requires 5-7+ years' experience. The successful candidate will work closely with a professional team of Commercial Real Estate Lawyers and Paralegals, and will be responsible for a wide array of legal administrative tasks.

THE ROLE

- Manages files from the beginning to the end of transactions, including the purchase, sale and financing of commercial properties.
- 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

- 5-7+ years of experience working as a legal administrative assistant within a Commercial Real Estate practice area.
- Legal Administrative Assistant Certificate from an accredited program.
- Previous commercial real estate 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 lawyer and client requirements.
- 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

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.