



Title: Paralegal (Part -Time)

Practice Group: Immigration

Location: 925 W. Georgia St., Suite 1200, Vancouver, V6C 3L2

Contact: Stephen Hinds, Director, 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.

Singleton Reynolds routinely assists clients with business-related immigration including applications for labour market impact assessments, exemption applications, work permits and temporary resident permits and visas.

The Firm has close to 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

The successful candidate will assume the following responsibilities:

- Coordinates the Application process including evaluating applications to identify category qualifications, researching the processes and requirements for different types of Applications and review of client prepared applications for submission.
- Meets with clients to obtain relevant information for immigration submissions.
- Checks for updates on processing requirements and timelines at the appropriate government organizations.

- Prepares submission packages for both basic and complex submissions and sending to various government agencies (e.g., Service Canada, Citizenship and Immigration Canada, etc.), and evaluating Applications.
- Drafts pleadings, court records and affidavits as may be required.
- Drafts letters and other communications as may be required.
- Drafts, file and serve pleadings, motions and application materials.
- Oversees file progression, including obtaining relevant documentation and managing settlement or issue resolution process.
- Develops a system to maintain file lists for reporting progress to Supervising Lawyer(s).
- Conducts research of records, court files and other legal documents.
- Performs due diligence of materials and client information to identify deficiencies and material matters.
- Prepares documents with and without firm precedents according to instructions and information provided by the Supervising Lawyer and information gathered through own research.
- Reviews documents prepared by the Supervising Lawyer for general compliance with the related action and/or legislation.
- Coordinates with clients and other staff members to ensure that deadlines are met.
- Provides assistance in the client in-take process and respond to both basic and complex client inquiries by e-mail and/or telephone to ensure that applications are processed and any obstacles are anticipated and dealt with.
- Maintains confidentiality of the Firm, client, and employee information.

KEY QUALIFICATIONS and EXPERIENCE

- Completion of a Paralegal Diploma/Certificate from an accredited post-secondary institution.
- 5+ years of experience working as an Immigration Paralegal.
- Previous Immigration and general litigation experience.

SKILLS & ATTRIBUTES

- Superior organizational/document management skills with a strong attention to detail.
- The ability to act independently and confidently make judgment calls and recommendation.
- High degree of accuracy in work product.
- The ability to thrive in a fast-paced deadline-driven environment.
- The ability to work both independently and collaboratively while supporting colleagues.
- Strong work ethic and initiative.
- Ability to work independently.
- Excellent interpersonal skills.

- Excellent communication skills, both written and verbal.
- Strong critical thinking skills and a high level of initiative.
- Exceptional time-management and follow up skills.
- A strong orientation towards delivering a superior standard of service.
- Computer knowledge including: MS Word, MS Excel, Outlook, Internet, Case Management Software, and Time tracker software.

KEY COMPENSATION

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

KEY CONTACT

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

Singleton Urquhart Reynolds Vogel LLP
Attention: Stephen Hinds

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.