

## LEGAL ADMINISTRATIVE ASSISTANT – BUSINESS LAW

If you're looking for a challenge and a chance to grow your career alongside the best and brightest in the industry, you'll find it at Harper Grey. We are currently seeking a Legal Administrative Assistant to support our Business Law group. The position provides an opportunity to work with a vibrant and team-oriented group of people. The successful candidate will have a minimum of 3 years' experience working in a Canadian law firm, be energetic, flexible, highly motivated and driven to succeed.

### WHAT YOU'LL BE DOING

- Prepare various correspondence and corporate documentation
- Perform routine corporate searches and related filings.
- File maintenance and management, including opening and closing files, and bring forward system
- Prepare billing statements and follow up on outstanding accounts and payments
- Professionally deal with clients for appointments and other various matters
- Other general administrative duties as required

### WHAT WE ARE LOOKING FOR

- Completion of an accredited Legal Administrative Assistant program
- Minimum of 3 years' experience as a Business Law Legal Administrative Assistant
- Advanced computer skills with Word, Excel and Outlook
- Keyboarding at a minimum of 60wpm
- Experience with SEDAR and SEDI filings is preferred
- Working knowledge of ALF and BC Online would be an asset

### WHAT YOU BRING

- Committed to providing first-rate level of knowledge and prompt quality service to clients and internal stakeholders
- Excellent communication and interpersonal skills with the ability to listen effectively and respond appropriately
- Excellent organizational skills with a strong attention to detail to produce high quality and accurate work
- Exceptional spelling, grammar and proofreading skills
- Ability to work effectively both independently and as a contributing member in a team environment
- Solid decision making and problem-solving skills coupled with a willingness to learn and to adapt to changing demands
- A high level of initiative and resourcefulness
- Ability to prioritize tasks by deadline, work calmly under pressure and manage high volume of work in a fast-paced environment

## WHAT WE OFFER

Our people are the heart of our firm – we say it often and with good reason. It is only through our people's skills, ambition, dedication and hard work that we can deliver the excellent level of client service our reputation is built upon. While our expectations are high – so are our rewards. Our generous competitive compensation package is just one component of our total rewards package.

### Compensation + Benefits

- Competitive salary with structured annual reviews
- BC medical services plan, extended health and dental coverage
- Employee and family assistance program
- Life and accidental death and dismemberment insurance
- Short- and long-term disability insurance
- Paid or banked overtime
- Vacation time, sick time and personal time allotment

### Work Perks

- Firm social events
- Casual day every Friday
- Continuing education/tuition allowance
- Group RRSP plan with matched contributions

### Work / Life Integration

- Robust health and wellness program
- Fitness program annual subsidy
- Sports teams
- Recognition of service milestones
- Personal days to help balance outside commitments

## WHO WE ARE + HOW WE WORK

We are a dynamic and diverse group of highly skilled people working together to deliver excellent service to our clients. When you join our firm, you join a culture of excellence, collaboration, camaraderie and respect. We're a great place to grow your career.

Our core values focus on developing a diverse, inclusive and respectful workplace that encourages and supports differences and promotes innovative perspectives. We are committed to maintaining and expanding the diversity of our firm's lawyers and staff and creating an inclusive environment in which everyone can flourish.

## APPLY

This is an excellent opportunity to join a dynamic firm that values innovation, initiative and resourcefulness. Are you a motivated and creative team player? Do you think the fast-paced hands-on role we have described would be a perfect fit for your skillset?

If so, we cannot wait to meet you and invite you to submit your resume by email to Maggie Edwards.

Maggie Edwards  
Director of Human Resources  
E: [medwards@harpergrey.com](mailto:medwards@harpergrey.com)  
P: 604.895.2857

*We encourage applications from all qualified candidates, including those with disabilities. Accessibility accommodations can be made confidentially throughout all stages of the recruitment and selection process by contacting Maggie Edwards.*

*We will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We thank all interested applicants, however, only those under consideration will be contacted.*

*\* If this job isn't for you, perhaps you have a friend who would be a perfect fit. Send them this link. Thanks!!*