

We're hiring:

Junior Corporate Legal

Administrative Assistant

BTM LAWYERS LLP

530-130 Brew Street, Suter Brook Village, Port Moody

About You

Our team is looking to hire a friendly, team player with 0-3 years' experience, who is tech savvy (e.g. can learn new software platforms quickly), efficient, polite and detail oriented to join our Corporate Department.

Job Description

- Assisting Lawyers and the Corporate Team in dealing with Federal and Provincial Incorporations and maintenance of such
- Assisting with the purchase and sale of businesses and preparation of documents, dividends, alterations and amalgamations
- Ability to handle daily functions of a Corporate Department
- Scheduling appointments
- Assisting with general office duties as required

Qualifications

- Legal Administrative or Secretary Certificate
- Familiar with corporate records and preparation of documents (an asset)
- Understanding of legal terminology
- Experience with ALF, Microsoft Word and Outlook
- Excellent organizational and communication skills
- Ability to work in a team environment

Benefits

- Competitive Salary
- Comprehensive benefits package including extended health and dental
- An inclusive, team oriented working environment with an emphasis on work life balance



Please send your cover letter and resume to slintunen@btmlawyers.com. We thank all applicants for their interest, however, only those considered for an interview will be contacted.