



B T M L A W Y E R S L L P

Legal Administrative Assistant/Paralegal – Family Law

About Us

BTM is a full-service law firm, located at the end of the Burrard Inlet in beautiful Port Moody. With over 40 years of experience in all major practice areas, BTM represents a wide variety of businesses and individuals from across Canada. Our team of over 40 lawyers and legal support staff is accessible, approachable, experienced, efficient, knowledgeable and dedicated to obtaining great results.

BTM Lawyers LLP is currently looking for a Legal Administrative Assistant/Paralegal to join our growing Family Department. Qualified candidates will have 5+ years of experience working as an assistant in a family law practice. The successful candidate for this position will be a team player, have an eye for details and have the ability to handle a busy workload.

Job Description

- Assisting lawyers and family team with all aspects of file management
- Drafting documents and correspondence
- Communication with clients
- Scheduling appointments, trials, discoveries and mediations
- Other administrative duties as requested

Qualifications

- 5+ years' experience working as an assistant in a family law practice
- Completion of a Legal Assistant or Paralegal program
- Proficiency with MS Office, PC Law, DivorceMate and Worldox an asset
- Excellent organizational skills and attention to detail
- Strong interpersonal and communication skills
- Ability to work independently and as part of team

Benefits

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

How to apply:

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.