

Junior Legal Administrative Assistant - Litigation

About Us

BTM Lawyers LLP is an award-winning full-service law firm located in beautiful Port Moody, just steps from Inlet Centre SkyTrain station. We represent a wide variety of individuals and businesses from across Canada, with a particular focus on the Tri-Cities and surrounding communities. Our exceptional team of staff and lawyers is dedicated to providing the highest level of legal services in an accessible, approachable, and professional manner.

About You

We are looking for a junior legal administrative assistant to join our growing litigation department. This is a full-time permanent position and will provide you the opportunity to gain experience and grow within a collaborative team.

Major Responsibilities

- Assisting lawyers and senior assistants with all aspects of file management
- Administrative tasks including: daily filing, file organization, opening files, closing files and maintaining an electronic and manual bring forward system
- Scheduling appointments
- LTSA and BCOonline searches
- Assisting with general office duties as required

Qualifications

- 0-3 years' experience
- Legal Administrative Assistant Certificate from a credited college
- Excellent interpersonal and communication skills
- Strong attention to detail
- Ability to work independently and as part of a team
- Ability to manage multiple time-sensitive projects concurrently

Benefits

- An inclusive, team oriented working environment with an emphasis on work-life balance
- Competitive Salary
- Comprehensive benefits package including extended health and dental
- Conveniently located near Inlet Centre SkyTrain Station and close to Port Moody's Brewers Row and Rocky Point Park
- Opportunities to advance

How to apply: Please send your resume and cover letter to: slintunen@btmlawyers.com