



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

Office Manager

About Us

BTM Lawyers LLP is an award-winning full-service law firm providing the highest level of legal services in a practical, approachable, and professional manner. We represent a wide variety of individuals and businesses from across Canada, with a particular focus on the Tri-Cities and surrounding communities.

The Position

We are seeking an Office Manager to assist in overseeing the financial and administrative management of the Firm. As a key member of our team, the Office Manager will play a crucial role in managing day-to-day operations and financial management including partnership and corporate accounting, regulatory and financial reporting, budget preparation, and development of internal control policies and procedures. Knowledge of trust accounting is required.

The successful candidate will also be responsible for providing senior administrative support to the Firm's partners, overseeing administrative staff, leading projects, organizing events and meetings, facility management, and technological support. The successful candidate will be required to develop strong and effective working relationships with staff, clients, community stakeholders, and vendors while maintaining a high level of confidentiality and discretion.

Qualifications

- 10+ years of experience in office management, preferably in a law firm or professional services environment.
- Bachelor's degree in business administration, accounting, human resources, or related field is preferred.
- Strong leadership and interpersonal skills with the ability to effectively manage a team.
- Excellent organizational and time management abilities, with a keen attention to detail.
- Proficiency in office software applications, including Microsoft Office Suite, Adobe, QuickBooks, BC Online, MyLTSA, BC Registry, and legal practice management software.
- Knowledge of the legal industry practices and regulations including legal trust accounting is preferred.

530-130 Brew Street, Port Moody, BC V3H 0E3
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B T M L A W Y E R S L L P

Why Us

We offer an inclusive, team-oriented, open-door working environment with an understanding of the importance of work-life balance. We have an exceptional team of staff and lawyers who mentor, support, and encourage one another. We have accessible modern office space in a prime location with great amenities nearby.

Compensation

Our salary range of this position is \$90,000 to \$120,000 based on experience. We also offer a comprehensive benefits package including extended health and dental coverage.

How to Apply: Please send your resume and cover letter to Stephanie Lintunen: slintunen@btmlawyers.com.

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