

BTMLAWYERS

Junior Legal Administrative Assistant - Family

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.

We are looking for a Junior Legal Administrative Assistant to join our growing Family Department. This is a full-time permanent position and will provide you with 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
- Provide reception coverage as needed
- Assisting with projects and other general office duties as required

Qualifications

- 0-2 years of experience working in a law firm
- Completion of a Legal Administrative Assistant or Paralegal Certificate/Diploma/Degree preferred
- 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

Why Us

We offer a collegial, inclusive, team-oriented working environment with an excellent team of lawyers and staff. Our modern office is located in the heart of Coquitlam's mixed-use urban centre, with a variety of restaurants and shopping nearby. We are also conveniently located within a five-minute walk from the Lincoln SkyTrain Station, making for an easy commute.

Compensation

The starting salary range for this position is \$43,000-\$46,000 per year (based on experience). We also offer a comprehensive benefits package including, health, dental coverage, and a health spending account.

How to Apply

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

We thank all applicants for their interest, but only those who are invited to interview will be contacted.