



Corporate Records Clerk

Established in 1993 and located in downtown Vancouver, Kornfeld LLP is one of Vancouver's premier boutique commercial law firms providing services to many of the Province's industry leaders.

We are currently recruiting for a Legal Administrative Assistant to join our Corporate Services team. This is a full-time permanent position working in a team with two Senior Corporate Paralegals and providing administrative support to the department. In addition to at least 1-3 years of experience, knowledge and an interest in corporate and commercial law, the successful candidate will be self-motivated and possess:

- strong written and verbal communication skills;
- strong organizational skills and the ability to handle multiple files and meet critical timelines;
- attention to detail;
- the ability to proactively manage all administrative functions of the position, including file management; and
- advanced computer skills.

Duties include but not limited to:

- Perform meeting management functions including, scheduling appointments and booking boardrooms;
- Perform due diligence searches including BC Online, Personal Property Registry, LTSA and ancillary searches;
- Preparing and filing annual maintenance;
- Assisting with billing for corporate services department;
- Scanning records and establishing virtual minute books
- Document preparation and management and logistical support for corporate/commercial transactions;
- Providing general administrative support for our Corporate Commercial and Real Estate practitioners; and
- Acting as second back-up for Reception relief (in case primary back-up is away).

The successful candidate must possess strong skills in Microsoft Office, including Word and Excel. Experience with PCLaw and knowledge of BC corporate records including ability to review minute books and ALF records is an asset. The successful candidate will also have strong interpersonal skills along with the ability to work with minimal supervision, exercising initiative and judgment.

Candidates should submit a cover letter and resume detailing education, previous experience and salary expectations to:

Kornfeld LLP
Attention: Jennifer Funk
1100 – 505 Burrard Street

Kornfeld LLP

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Vancouver, BC V7X 1M5
Email: jfunk@kornfeldllp.com

We thank all applicants; however, only those selected for an interview will be contacted.