

### **Legal Administrative Assistant - Litigation**

Kornfeld LLP was established in 1993 in downtown Vancouver and is recognized as one of the city's premier boutique commercial law and litigation firms, serving many of BC's industry leaders.

Kornfeld is committed to fostering a diverse and inclusive workplace where every team member's unique perspective is valued. Our collaborative culture encourages innovation and professional growth, empowering employees to contribute meaningfully to our clients and the legal community. By joining Kornfeld LLP, you'll be part of a forward-thinking firm that invests in its people, values continuous learning, and celebrates success together!

We are currently seeking a Litigation Legal Administrative Assistant providing full administrative support for two associates in the areas of general civil litigation and commercial litigation. This is a full-time permanent position.

The successful candidate will possess the following qualities:

- excellent knowledge of court forms and court procedures;
- planning and prioritization of workload;
- consistent high-quality work;
- resourcefulness;
- ability to develop and implement structure;
- strong organizational skills and the ability to juggle demands and prioritize effectively;
- the capacity to deal with a high-level of paper flow and multiple files;
- attentiveness to detail;
- excellent technical & computer skills (in particular Excel); and
- strong written and verbal communication skills.

Duties include but are not limited to:

- administrative duties such as typing, photocopying/scanning, opening mail and filing physical and electronic materials;
- handling routine phone calls from clients;
- opening and closing of legal files;
- preparing and filing Court forms/pleadings;
- drafting correspondence / responding to routine client correspondence;

- scheduling Applications, Chambers Hearings, Examinations for Discovery, Trials, Settlement meetings and Mediations (including liaising with all counsel involved in the file);
- preparation of Lists of Documents;
- preparing/maintaining BFs for all deadlines, including all court/litigation deadlines, as well as deadlines indicated in correspondence;
- conducting searches for Court Services Online, BCOOnline and Land Title Office;
- assembling application/petition records, hearing records and other binders for court appearances;
- preparation for/support during trials and lengthy chambers applications;
- preparing accounts, tracking accounts receivable and sending out necessary reminders for payment either by correspondence or phone calls; and
- preparing a variety of accounting forms, such as trust cheque requisitions, trust advice forms, expense forms, etc.

The typical salary range for this position is \$60,000 - \$72,000 annually; the base pay may vary depending on the knowledge, skills and experience of the candidate, as well as internal and market equity.

We offer a variety of benefits, including:

- Health Benefits: extended health, dental, out of country, life, AD&D and health spending account
- Paid Time Off: vacation time (starting at 3 weeks), personal days and sick days
- Financial Benefits: RRSP matching program, year-end bonuses
- Social: annual summer and winter parties, monthly themed socials, staff appreciation week, and many other social events

The successful candidate must possess strong skills in Microsoft Office 365, including Word and Excel. Experience with PC Law, NetDocs and iPro Eclipse 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 A. Funk, Firm Administrator**

1100 – 505 Burrard Street

Vancouver, BC V7X 1M5

Email: [jfunk@kornfeldllp.com](mailto:jfunk@kornfeldllp.com)

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