

### **Intermediate to Senior Litigation LAA**

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 an Intermediate to Senior Litigation Legal Administrative Assistant providing full administrative support for two partners and a part-time associate counsel in the areas of general civil litigation, commercial litigation (primarily at the level of the Supreme Court of British Columbia), family law and employment law. 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:

- typing;
- handling routine phone calls from clients;
- opening and closing of legal files;
- drafting/preparing Court forms; filing Court forms;
- drafting correspondence / responding to routine client correspondence;
- setting up a variety of appointments, such as Chambers Hearings, Examinations for Discovery, Trials, Settlement meetings/mediations, including liaising with all counsel involved in file;
- preparation of Lists of Documents, including listing the documents and photocopying same;
- preparing/maintaining BFs for all deadlines, including all court/litigation deadlines, as well as deadlines indicated in letters;

- drafting Trial BFs;
- preparation of Chambers Records, Trial Records, and other binders for legal matters;
- preparation for/support during trials;
- booking travel;
- photocopying;
- preparing accounts;
- tracking accounts receivable and sending out necessary reminders for payment either by correspondence or phone calls;
- preparing a variety of accounting forms, such as trust cheque requisitions, trust advice forms, expense forms, etc.;
- printing and scanning all emails and letters and ensuring they are filed in appropriate computer subfiles;
- opening mail; and
- filing.

The successful candidate must possess strong skills in Microsoft Office 2019, including Word and Excel. Experience with PC Law 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.