

## **Intermediate/Senior Legal Administrative Assistant (Corporate Commercial)**

Established in 1993 and located in downtown Vancouver, Kornfeld LLP is a bold and creative law firm focused on serving real estate developers, entrepreneurs, commercial lenders and borrowers. Our broad client base gives us exposure to a variety of exciting matters.

We are committed to providing a professional yet friendly work environment with competitive compensation and benefits packages. We believe each individual, from senior partners to the newest member of our support staff team, plays an important role in the success of our firm.

We are currently recruiting for an Intermediate or Senior Legal Administrative Assistant to join our corporate commercial team on a permanent basis. This is a full-time position supporting a senior Partner with a diverse and sophisticated practice in Corporate/Commercial Business law and an Associate with a practice in corporate/commercial and commercial real estate.

In addition to knowledge of 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 meet critical timelines;
- the ability to multi-task and attention to detail;
- the ability to proactively manage all administrative functions of the position, including file management; and
- advanced computer skills.

Duties include but are not limited to:

- Act as point of contact and field incoming inquiries from clients, outside counsel and staff;
- Perform meeting management functions including, scheduling appointments and seminars and booking boardrooms;
- Document preparation and management and logistical support for commercial, financing and real estate transactions;
- Perform due diligence searches including BC Online registrations relating to companies and ancillary searches relating to transactions;
- Prepare closing agendas, closing books, billing and reporting letters; and
- Docket time entries.

The successful candidate must possess strong skills in Microsoft Office, including Word and Excel. Experience with PC Law and ALF is an asset. The successful candidate will 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. We thank all applicants; however, only those selected for an interview will be contacted.

**Kornfeld LLP**

**Attention: Nour Salman, Firm Administrator**

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