

## Senior Legal Administrative Assistant

Duration: full time - permanent  
Posting date: October 7, 2008  
Closing date: October 28, 2008  
Salary: \$52,000 - \$62,000.

### Description

You will provide support to senior lawyer and associates in a dynamic practice engaged in Aboriginal and Environmental law, by assisting in all aspects of trial preparation including transcribing and drafting court documents and forms as well as correspondence, and memoranda in an electronic office setting. You will: manage calendar and assist in meeting deadlines by maintaining a bring forward system and coordinate meetings and schedule discoveries. You will perform related secretarial duties including schedule travel.

### You are:

an experienced LA with a minimum of six years legal office administration experience, and are very familiar with B.C. Supreme Court and Court of Appeal rules, procedures and documents. Experience in complex litigation and large amounts of evidence is desirable. You have excellent communications (verbal and written) as well as interpersonal skills and are proficient in Microsoft Office. Knowledge of CT Summation and/or practice management software as well as automated legal research is preferred. You have completed a recognized Legal Assistant or Para Legal program.

### We are:

A small progressive litigation firm in the Surrey/White Rock area. We are committed to using technology to better serve our clients. We offer competitive salaries and benefits and a cordial work environment where experience, training, and work/ family life balance is valued.

Review and interviewing of applicants will begin immediately, until the position is filled. We thank you for your interest, however, only short-listed applications will be contacted.”

Email Resumes in confidence to [info@whiteravenlaw.ca](mailto:info@whiteravenlaw.ca) or mail to:

### **WHITE RAVEN LAW CORPORATION**

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