

## **EXPERIENCED Intermediate Corporate Legal Assistant required.**

EXPERIENCED/SENIOR Intermediate Corporate Legal Assistant to join a large full-service law firm in Victoria (Shoal Point, at Fisherman's Wharf).

Pearlman Lindholm has a diverse and busy Tax and Corporate/Commercial Solicitor's practice. We are expanding our department to include one new full-time Intermediate Corporate Legal Assistant position in the corporate/commercial field.

### **Position Responsibilities Include:**

- Prepare documentation for BC and Federal entities including incorporations, alterations, name changes, amalgamations, dissolutions, director changes and other routine corporate work;
- Prepare BC, Federal and extra-provincial annual returns, annual resolutions, attending to the required filings and updating of records;
- Input and update ALF database;
- Conduct Minute Book reviews and prepare documents to bring records up to date;
- Diarize and track deadlines;
- Billing;
- Prepare documentation & coordinate corporate reorganizations and purchase & sale transactions, from initial instructions to completion; and
- Other duties as assigned.

### **Requirements:**

- A graduate of a recognized Paralegal/Legal Assistant Program and/or a strong background in a corporate/commercial practice;
- Knowledge of the practices, procedures & processes involved in a corporate practice;
- Self-starter with proven initiative and capable of multitasking and meeting deadlines in a fast-paced and often changing environment;
- Strong teamwork and interpersonal skills;
- Proficient word processing and formatting skills in MS Word;
- Ability to work independently with limited supervision;
- Working knowledge of ALF, BC Online, Excel & Adobe Acrobat; and
- Experience in ESIIlaw 360, Time Matters and iManage an asset.

Ad will be removed when suitable candidates found.

Full benefits package available.

Please email resume & cover letter to the attention of:

Kevin Benn  
Office Manager  
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