



Canada's National Specialty Insurance Firm

Dolden Wallace Folick LLP was created with the sole objective of providing legal services exclusively to the insurance industry. Our firm is an industry leader in terms of expertise and experience. We defend insureds under property, liability, and a wide variety of specialty insurance lines. We also provide coverage and underwriting advice to national and international insurers, and pursue subrogated claims on their behalf. Dolden Wallace Folick LLP has repeatedly been recognized as one of the top Insurance Defence firms in Canada, with offices in Vancouver, Kelowna, Calgary, Toronto and Guelph.

We are committed to encouraging diversity, equity, and inclusion in all aspects of our work and for each partner, employee and client to feel included and respected. We offer a dynamic and challenging work environment that provides you with the opportunity to make decisions and influence results.

Our firm continues to grow, so we are currently searching for an **Administrative Assistant** to join our **Vancouver** office. This is a permanent full-time role reporting to the Director of HR & Operations and the Accounting Manager.

The ideal candidate will have:

- Exceptional attention to detail and is adept at setting priorities
- Strong organizational and time management skills
- The capability to be an energetic self-starter who initiates and anticipates needs
- A passion for providing superior client service
- The ability to creatively solve problems, make decisions, facilitate and manage deadlines
- The skill to remain calm under pressure
- Strong English communication skills both written and verbal
- A great attitude with the willingness to learn
- The ability to work both independently and within a team
- The availability to work full-time, Monday to Friday, 35 hours per week, in the office.

Job Duties

Responsibilities include, but are not limited to:

- Performing and coordinating a variety of administrative duties and tasks for the Director of HR & Operations and the Accounting Manager.
- Answer phones and electronic inquiries, prioritize and relay messages

- Open and distribute regular and electronic mail
- Manage leadership's calendars, bring forward systems and meetings
- Record, prepare and distribute meeting minutes
- Review draft invoices for accuracy and compliance with client requirements
- Liaise with internal teams and/or clients to resolve invoicing issues when they arise
- Contribute to technology projects related to billing, invoices, and reporting systems
- Manage all aspects of the day to the day billing process including e-billing
- Coordinate with the billing team to ensure all monthly submissions are completed in a timely manner
- Update and maintain the billing log for monthly progress
- Act as the main contact for leadership, and the internal team on all billing related matters
- Monitor work in progress reports and update leadership on the progress of the monthly billings
- Create charts, reports and presentations for leadership

Qualifications:

- 1-2 year's experience supporting Director level roles preferred but not required
- 1-2 year's experience supporting an Accounting Department preferred but not required
- Experience working in a law firm preferred but not required
- Completion of high school is required
- Completion of secondary school is preferred by not required
- Secondary education specializing in accounting is preferred but not required
- Knowledge of Trust Accounting is considered an asset
- Exceptional technical skills. Required to have high proficiency with Microsoft Excel including pivot tables VLOOKP's and macros

We offer a competitive compensation and benefits package, which includes:

- Wage \$23.10 per hour, minimum 35 hours per week
- Annual salary reviews
- Firm paid extended health, dental, AD&D benefits
- Life & Disability insurance
- Six (6) Paid sick/ personal days
- Firm paid Employee Assistance Program
- RRSP matching program after one (1) year of employment
- Annual Fitness benefit allowance of \$200.00

The firm also offers:

- Professional Development & Continuing Education opportunities
- Committee and Volunteer opportunities

- Firm Social events
- Employment service awards
- A work life balance
- The opportunity to grow your career

To join our team, please send your resume and cover letter to:

Heather Walker CPHR
Director of HR & Operations.
careers@dolden.com

18th floor – 609 Granville Street
Vancouver, BC V7Y 1G5
Phone: 604-689-3222
Fax: 604-689-3777

We thank all applicants for their interest in our firm, however, only those persons selected for an interview will be contacted. *No phone calls please.*