



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.

Our firm is 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 believe that embracing each of our different and unique lived experiences based on factors such as cultural and racial backgrounds, citizenship, religion, creed, sex, gender identity and gender expression, sexual orientation, age, marital and family status, and ability and disability brings incredible benefit to our firm and to our clients.

We offer a dynamic and challenging work environment that provides you with the opportunity to make decisions and influence results. If you are interested in making your mark and contributing to the overall success of our team, this is a perfect time to apply.

Our firm continues to grow, so we are currently searching for a **Legal Administrative Assistant** to join our **Vancouver** office.

The ideal candidates 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 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 ability to work full-time Monday to Friday, 35 hours per week

Qualifications:

- A graduate from a recognized Legal Administration Assistant, Paralegal and/or Law Clerk program
- In-depth knowledge of legal principles and practices
- Minimum of two (2) year of experience, preferably in insurance defence
- Exceptional technical skills
- Demonstrated ability using electronic file management systems, preferably iManage

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

- Firm paid extended health, dental, AD&D benefits
- Life & Disability insurance
- Paid sick and personal days
- Employee Assistance Program
- RRSP matching program

The firm also offers:

- Professional Development & Continuing Education
- A work life balance
- The opportunity to grow your career
- Firm Social events
- Employment service awards
- A flexible schedule
- A hybrid work environment

To join our team, please send your resume and cover letter to Heather Walker, Director of HR & Operations CPHR careers@dolden.com

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.*