



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.

We are currently searching for an **Executive Legal Administrative Assistant** to join our **Vancouver** office.

The ideal candidate will have:

- Exceptional attention to detail and is adept at setting priorities
- Strong grammatical skills, including punctuation and proofreading
- Effective communication skills both written and verbal
- Organization 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 dexterity to remain calm under pressure
- The aptitude to work both independently and within a team
- The capability to work full-time Monday to Friday, 35 hours per week
- The availability to work in the Vancouver office a minimum of three (3) days per week

Responsibilities:

- Coordinate, manage and schedule meetings and appointments
- Draft, review and send communications
- Open and close client files

- Conduct searches and conflict checks
- Update and maintain client/matter lists
- Prepare legal documents and correspondence
- Set court dates and discoveries and communicate with registries
- Organize documents for court
- Maintain an efficient file management and BF System
- Enter the lawyers time
- Perform a wide variety of support duties including but not limited to faxing, scanning, photocopying and maintaining a paper and electronic filing system
- Organize marketing materials including creating power point presentations
- Coordinate travel arrangements
- Other duties as assigned

Qualifications:

- Experience as an Executive Assistant is preferred
- A graduate from a recognized Legal Administration Assistant, Paralegal and/or Law Clerk program is required
- A minimum of three (3) years of experience, preferably in insurance defence
- Exceptional technical skills with Microsoft Word, Excel, Power Point, Outlook
- Demonstrated ability using electronic file management systems

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.*