



Canada's National Specialty Insurance Firm

Dolden Wallace Folick LLP (“Dolden”) is a high performance law firm that practices insurance related litigation throughout Canada, with a focus on claims emanating from specialty lines of insurance. Our goal is to be the law firm of choice for insurers and their Canadian based litigation claims. Dolden 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 strive to attract, retain and promote employees who are the best at what they do and who reflect the diversity of the communities where we live and work, particularly for those who have been historically excluded from, and under-represented in, the practice of law.

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 a team, this is a perfect time to apply.

Our firm is currently searching for a **Reporting Coordinator – 6 month Contract** to cover a Maternity Leave. We are a hybrid work environment so this role can be 100% remote, but we prefer that you be based out of one of our five offices, two to three days per week.

The role:

You will serve as the firm’s client reporting expert by formatting our client file status data in designated spreadsheets and portals. You will be required to meet monthly, quarterly and annual reporting deadlines.

The successful candidate is someone who is an expert with spreadsheets, loves data entry and enjoys collaborating with others. While the role is as an individual contributor, it offers an opportunity to define the impact and scope of the Reporting Coordinator while providing collaboration opportunities with different members of our team across all offices.

The ideal candidates will have:

- A passion for data entry and spreadsheets
- Exceptional attention to detail and is adept at setting priorities
- Strong organizational and time management skills
- The ability to creatively solve problems, make decisions, facilitate and manage deadlines
- The capability to be an energetic self-starter who initiates and anticipates needs

- A passion for providing superior service to both internal and external stakeholders
- The skill to remain calm under pressure
- The ability to be independently motivated and intellectually curious
- Strong communication skills both written and verbal
- A great attitude with the willingness to learn
- The ability to work both independently
- The ability to work full-time Monday to Friday, 35 hours per week

Qualifications:

- A graduate from a recognized college or post-secondary program(s)
- 3+ years working with data entry
- In-depth knowledge of Excel
- Good knowledge of other Microsoft programs
- Demonstrated ability using electronic file management systems, preferably iManage
- Exceptional technical skills
- Law firm experience preferred but not necessary

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

The firm also offers:

- A work life balance
- Firm Social events across our offices
- A flexible schedule
- A hybrid work environment

To join our team, please send your resume and cover letter outlining how your past work experience will help you be successful in this role.

Please send application packages 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.*