



## **COMMERCIAL / CORPORATE LEGAL ASSISTANT or PARALEGAL – Victoria Office**

Johns Southward Glazier Walton & Margetts LLP, Barristers and Solicitors ("JSG") is one of Vancouver Island's largest and most respected full-service law firms. Our team of 35+ includes 15 lawyers, with offices located in Victoria and Duncan.

We have leading lawyers in the areas of business law, real estate, wills and estate planning, civil litigation, family law and personal injury. We provide excellent client service and deliver a team approach to our clients' legal matters. At JSG we foster an inclusive, supportive and friendly work environment.

We are looking for a knowledgeable, experienced and organized senior legal assistant or paralegal to join our Solicitors Practice Group, on a full-time basis, at our Victoria office. This position involves working primarily with a senior lawyer in the areas of commercial transactions, corporate transactions and, generally, business law, but also with other lawyers in our Solicitors Practice Group.

The successful candidate will bring to JSG the following:

- Minimum of 5 years' experience in commercial and corporate law; (experience in commercial and/or residential real estate transactions is an asset, but not required)
- Ability to learn quickly and adapt to procedures and policies;
- Attention to detail; with good drafting and organizational skills and strong interpersonal skills;
- Excellent computer skills, and experience with Microsoft Office; working knowledge of ALF Corporate and ESILaw will be considered primary assets; (working knowledge of eConveyance is an asset, but not required)
- Ability to produce high-quality work under tight timelines;
- Excellent written and verbal communication skills.

Please forward your application to [srobb@jsg.bc.ca](mailto:srobb@jsg.bc.ca).

All inquiries and applications will be kept in the strictest confidence.

We thank in advance all who express interest; however, only those selected for an interview will be contacted.