



CORPORATE LEGAL ASSISTANT

Victoria Office

Johns Southward LLP 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 provide excellent client service and deliver a team approach to our clients' legal matters. At Johns Southward we foster an inclusive, supportive and friendly work environment.

We are looking for a knowledgeable, experienced and organized corporate legal assistant to join our team in our Victoria office.

The successful candidate will bring the following:

- Minimum of 5 years' experience in corporate;
- Experience with ALF;
- Ability to learn quickly and adapt to procedures and policies;
- Attention to detail; with good organizational skills and strong interpersonal skills;
- Excellent computer skills, and experience with Microsoft Office;
- Ability to produce high-quality work under tight timelines;
- Excellent written and verbal communication skills.

Our legal assistants receive:

- Competitive compensation commensurate with experience plus bonuses;
- Group health benefits with spending account;
- Group RRSP;
- Up to 12 available sick days per year;
- Firm functions pre-Covid-19 include winter event, summer event and lunchtime BBQs;
- Annual salary and performance reviews;

We offer a great working environment where mutual respect and cooperation is expected, and collaboration and teamwork is encouraged.

Please contact Janet Hodson, HR Manager/Office Administrator or forward your application to jhodson@jsg.bc.ca

All inquiries and applications received in the strictest confidence.