



## **COMMERCIAL LEGAL ASSISTANT Victoria Office**

Johns Southward LLP is one of Vancouver Island's largest and most respected full-service law firms.

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

We are looking for a legal assistant with the following experience to join our Solicitors Practice Group:

- Commercial real estate purchases and sales;
- Commercial lending and other secured transactions;
- Business purchases and sales;
- Real estate development experience an asset (but not required);
- Corporate experience an asset (but not required).

The successful candidate will bring the following:

- 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 include winter event, summer event and lunchtime BBQs;
- Annual salary and performance reviews; and
- Parking.

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 [hrmanager@johnssouthward.com](mailto:hrmanager@johnssouthward.com) .

All inquiries and applications received in the strictest confidence.