

## Intermediate Family Law Legal Administrative Assistant

Meridian Law Group is a full-service litigation law firm focusing on commercial, estate, family and personal injury litigation. Located prominently in the heart of downtown Vancouver in the Nelson Square building, the firm has been a cornerstone of the legal community for over 30 years.

We are currently seeking a full-time Family Law Legal Administrative Assistant to join our team. This position will appeal to candidates who are looking for an opportunity to work with a close-knit team of lawyers, paralegal, and administrative staff and who enjoy the fast pace of family law.

### The Role

- Manage lawyer calendars, including but not limited to court dates and limitation dates
- Arranging court filings and applications
- Assembly of application records
- Maintaining an efficient file management and bring forward system
- Communicate with clients, opposing counsel, and court registry staff in a professional manner
- Facilitate conflict searches and file opening requests
- Maintain and organize electronic and physical client files
- Assist with monthly billing
- Scheduling meetings, hearings, discoveries, mediations and communicating with Registries
- File documents both in-person and electronically
- Other ad-hoc legal administrative tasks as needed

### Skills & Abilities

- Completion of a Legal Administrative certificate is an asset, but not required
- 3+ years of experience as a legal administrative assistant specializing in family law.
- Understanding of the family law processes and court procedures, including BC Supreme Court Family Rules
- Excellent organization skills and the ability to manage multiple priorities in a busy environment with attention to detail
- Strong proficiency with Microsoft Office (Word, Outlook, Excel, Adobe Tools)

- Experience with Legal Software (iManage, Soluno, or similar)
- Excellent written and verbal communication skills
- Ability to handle sensitive and emotionally charged client interactions and matters with discretion

## Compensation & Perks

In addition to a competitive salary, we offer a variety of benefits, including:

- Firm-paid extended health and dental benefits for you and your dependents
- Firm-paid Life and AD&D insurance
- Long-term disability insurance
- A health and wellness spending account to assist with medical expenses outside of our group coverage
- Paid sick and personal days
- Annual transit/parking allowance
- Salary range \$60,000 - \$70,000 annually

Please submit your resume to **Liene Larsen, Director of Operations and HR** at [lgl@meridianlawgroup.ca](mailto:lgl@meridianlawgroup.ca). We thank all applicants for their interest; however, only those selected for interviews will be contacted.