

JOIN THE RDM TEAM

At RDM Lawyers, we value every member of our team and we encourage them to excel both personally and professionally. RDM knows our professional, talented, hard-working employees are the foundation behind our achievements and our successes. Interested in a position you see here? Take the next step and apply online or submit your resume to careers@rdmlawyers.com.

INTERMEDIATE LEGAL ASSISTANT – LITIGATION

Career Posted: Aug 28, 2018

RDM Lawyers is a well-established, full service law firm located in Abbotsford. Our growing litigation department is looking for an experienced Legal Administrative Assistant to join our team. The successful candidate will have at least 2 years of experience in litigation. Experience in employment law and estate litigation is an asset.

Responsibilities Include:

- Preparation, filing and service of court and tribunal documents
- Formatting and drafting correspondence
- Management of limitation periods and court deadlines
- Organizing files
- Booking Trials, Examinations for Discovery, applications, etc.
- Maintaining the lawyer's calendar and bf system

Qualifications Include:

- At least 2 years' experience and a graduate of a Legal Administrative Assistant program
- Proficient with litigation procedures and the Rules of Court in British Columbia
- Excellent organizational skills
- Detail oriented
- Strong time management skills
- Ability to work independently and take initiative

RDM thrives in a culture of respect, awesome service and teamwork, and the right candidate for the position will embrace these values. We offer a competitive salary and benefits package, and a friendly and supportive environment in which to work. *While we thank all individuals for their interest, only those selected for an interview will be contacted.*