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 and cover letter to careers@rdmlawyers.com.

CORPORATE LEGAL ADMINISTRATIVE ASSISTANT
Career Posted: April 05 2018

RDM Lawyers is a well-established, full service law firm located in Abbotsford, located in the revitalized heart of the city. Our very busy and growing plaintiff personal injury department is in need of an experienced Paralegal to join our team. The successful candidate will have a Capilano University Certificate (or equivalent) along with a minimum of 5 years' experience as a Personal Injury Paralegal.

The position requires someone who can manage a high volume of personal injury cases including:

- building and maintaining a good client relationship
- good working knowledge of Part 7 benefits
- identifying medical and employment issues
- retaining appropriate expert witnesses
- fact and document gathering
- witness interviews
- legal research
- drafting pleadings, applications
- preparing quantum assessments, settlement proposals;
- all aspects of trial preparation;
- working in a structured team environment.

RDM Lawyers provides continuous legal education in the department, offers a competitive salary and benefits package, including some flexibility with respect to working hours, allowing a good work/life balance.

If you are a client-focussed, organized individual who thrives on working with a team and being challenged, this is the opportunity for you. Please forward resume and cover letter to careers@rdmlawyers.com.

For an insight into our unique culture, please take a few minutes to review this video:

https://www.youtube.com/watch?v=fG8PIkbbiEQ

While we thank all candidates for their interest, only those selected for an interview will be contacted.