

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.

CORPORATE LEGAL ADMINISTRATIVE ASSISTANT

Career Posted: Feb 14, 2018

RDM Lawyers LLP, located in Abbotsford, BC, is looking for a Senior/Intermediate administrative assistant with a minimum of 5 years' experience to join our very busy Corporate Department.

Responsibilities include:

- Assisting with the preparation of documents in connection with asset and share transactions including, resolutions, share purchase agreements, asset purchase agreements, lease agreements, assignment agreements, as well as due diligence searches;
- Preparing corporate documents in connection with incorporations, amalgamations, continuations, proprietorship, society and partnership registrations, capital alterations, change of names, share transfers, dividend and redemption documentation;
- Preparing reorganization documents such as Section 85/86 Agreements with ancillary supporting documentation;
- Assisting with commercial financing files;

In addition to the above, the successful candidate will be detail-oriented with the ability to multi-task, take initiative, work independently and stay organized. Excellent computer skills and communication skills are required along with the ability to provide exceptional customer service while working in a high paced environment. Knowledge of Alf is an asset.

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.

Interested candidates may apply to careers@rdmlawyers.com.

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

