

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.

Junior Administrative Assistant - Corporate

Career Posted: Oct. 11, 2018

We are looking for a junior administrative assistant with 1-2 years' experience to join our very busy Corporate Department. Corporate records experience is an asset but not required.

Responsibilities include:

- Update and maintain company minute books, corporate database and BF system
- Prepare monthly annual maintenance documents including filing annual reports for BC, Federal and extra-provincial companies
- Prepare resolutions and forms regarding company changes of address and directors
- File documents regarding name requests, sole proprietorships and partnerships
- Conduct corporate searches
- Prepare Incorporation documents
- Prepare dividend resolutions

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.

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.*