

## LEGAL ADMINISTRATIVE ASSISTANT

### LITIGATION & DISPUTE RESOLUTION

Fasken Martineau DuMoulin LLP is a leading international law firm, with over 675 lawyers and 1000 staff in offices across Canada and internationally. We currently have an opening in our Vancouver office for a Legal Administrative Assistant to join our Litigation & Dispute Resolution business unit, working directly with **Brook Greenberg** and **David Curtis**.

Take advantage of this opportunity to join a supportive and collaborative team environment where growth and professional development are encouraged!

In addition to litigation experience and a thorough knowledge of litigation rules of procedure, the successful candidate will possess:

- an ability to work with diverse litigation files with a high volume of paper flow;
- file preparation and management skills;
- an ability to draft correspondence and court forms;
- strong organizational skills;
- the ability to juggle multiple demands and properly judge priorities;
- excellent management skills to handle all administrative functions of the practice, including calendar/book appointments, billing, day-to-day bring forwards and general file management; and
- an understanding of, and desire to provide, exceptional client service.

The successful candidate must have at least 3-5 years previous legal administrative assistant experience as well as solid knowledge of litigation procedures. This individual must take ownership of work product and be a self-starter who constantly strives to exceed expectations. Candidates will be detail-oriented, possess strong technical and computer skills, have excellent interpersonal skills and be self-motivated, continually striving to exceed expectations. Flexibility regarding overtime may be required for this position.

Candidates should submit a cover letter and resume detailing education and previous experience and salary expectations no later than **Friday, January 27, 2012**.

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*We thank all applicants for their interest however only those under consideration will be contacted.*

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