



JFK Law Corporation is a specialty law firm with offices in Vancouver and Victoria. Founded in 2009, JFK is dedicated to providing the highest quality of legal services across Canada in serving the needs of aboriginal peoples and others needing assistance in public, constitutional and environmental law.

We are currently seeking a motivated, service-oriented Managing Principal's Assistant to join our talented and committed team in our Victoria office. This position requires the core proficiencies of an executive assistant in addition to the skills of a legal assistant who has the experience and skills necessary to manage and support our Managing Principal and the team of lawyers who work closely with him. Duties include, but are not limited to:

- Managing calendar and BFs for a busy practice and firm management
- Managing busy travel schedule and arrangements
- Managing firm's business and management priorities in conjunction with firm personnel
- Managing internal firm committees' schedules, documentation, follow up (practice group, IT Committee, Principals' meetings)
- Dealing with internal and external stakeholders (clients, vendors, firm personnel) to coordinate work, track and follow up on future tasks
- Monthly invoicing
- Facilities management of Victoria office
- File maintenance – both paper and electronic
- Opening and closing files
- Experience and knowledge in preparing and filing court documents in various jurisdictions across Canada, including Federal Court and Supreme Court of Canada
- Working knowledge of Rules of Court

❖ Core Competencies

- Experience as a litigation legal assistant to have a core competence in managing files, documentation and deadlines
- Strong proficiency in MS Office – Outlook, Word, Excel
- Excellent organizational skills to enable handling a busy, complex workplace
- Good interpersonal and written skills to be able to deal with internal and external stakeholders
- Attention to detail
- Preference given to PC Law and Time Matters experience
- Experience and/or background in working with the First Nations or indigenous Canadians would be an asset

If you are interested in this position please send your cover letter and resume to recruitment@jfklaw.ca with "Managing Principal Assistant" in the subject line. We thank you for your interest in our firm.