

# Grant Kovacs Norell

<https://www.gkn.ca/job/legal-assistant/>

## LEGAL ASSISTANT

### Description

As a full-time legal assistant with our firm, you will join our team by supporting our litigation lawyers with a variety of tasks that maintain efficiency and structure. This role would be an excellent opportunity for someone who is looking to grow their career within a professional work environment.

Here at GKN, we value work/life balance and offer countless opportunities for personal development and career growth. Our collaborative work environment means that you will be empowered to be your best self, deliver your best work and make a meaningful impact.

The role responsibilities of our legal assistants include but are not limited to preparing general correspondence and letters, filing documents, scheduling meetings, maintaining systems and filing deadlines.

The ideal candidate would possess the following:

- Completion of a Legal Administrative Assistant certificate/diploma
- A team player that can also work independently
- Ability to work in a fast-paced environment and meet deadlines
- Excellent verbal and written communication skill

### Contacts

Please send your cover letter and resume to our Office Administrator, Kristin Kretschmer at [kkretschmer@gkn.ca](mailto:kkretschmer@gkn.ca) to be considered for this position.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

For more information on our firm, please visit our website <https://www.gkn.ca/>

### Employment Type

a:1:{i:0;s:9:"FULL\_TIME";}

### Job Location

Vancouver, BC

### Date posted

June 17, 2021