



Bryan & Company is a pre-eminent Western Canadian law firm dedicated to delivering a high level of legal service and acting as trusted advisors to our clients. We support our clients in achieving their goals by being practical, efficient, and responsive. We focus on the interplay that exists between business and legal disciplines in creating effective solutions for our clients.

Bryan & Company is a valued member of Ally Law, a global service network of 70+ independent law firms that help provide localized business intelligence and a global reach. Member firms are extended an invitation only after strict vetting and are continuously evaluated against rigorous service standards. Our membership with Ally Law is a testament to the quality of legal service we provide.

As we approach our centennial anniversary, the Firm is guided by a five-year strategic plan rooted in investing in talent, curating a compelling client roster, and optimizing process and tools.

Intermediate Corporate Legal Assistant

We are seeking a motivated and highly organized Senior Corporate Legal Assistant to join our dynamic legal team. Reporting to one of our Partners, the ideal candidate will have a strong foundation in corporate law and real estate, exceptional attention to detail, and the ability to manage complex legal administrative responsibilities with professionalism and efficiency.

➤ **Reports To:** Partner and Human Resources

➤ **Location:** Edmonton, AB

Responsibilities

- Drafts and prepares correspondence and documents
- Effectively conducts searches (SPIN, CORES, APPRES, property and individual due diligence etc..) and navigates ALF database effectively
- Effectively coordinates with Bryan & Company's Corporate Department demonstrating understanding and adherence to established corporate practices
- Demonstrates understanding and adheres to legal processes and adheres to Law Society of Alberta Code of Conduct and Rules
- Prepares annual returns and is familiar with Minute Book contents
- Additional administrative tasks as requested by your supervisor (ie. expense reimbursements etc.)
- Practice Coordination
 - Adheres to established practices for email management, daily filing, file organization, conflict searches, opening and closing files
 - Ensures all client correspondence is saved to document management system (NetDocs)
 - Coordinates all incoming and outgoing mail
 - Maintains client file lists and tracking as requested by supervisor
 - Schedules appointments and meetings as directed by supervisor
 - Maintains calendar and diarizes key dates and deadlines at the direction of your supervisor
 - Effectively executes directions (verbal and written) received from supervisor
- Accounting
 - Prepares and executes client bills and invoicing instructions at the direction of your supervisor
 - Processes 'write-offs' as directed by your supervisor
 - Receipts funds received into trust accounts, adhering to firm and Law Society of Alberta processes
 - Ensures all data (including lawyers time, practice task lists) for the practice is entered into the accounting software (Acumin)
- Client Communication
 - With instruction, drafts routine client correspondence
 - Responds to basic client inquiries as directed by your supervisor
- Firm Leadership
 - Effectively coordinates with other departments (Accounting, Corporate Department, Litigation Support, Operations) as needed
 - Participates in operational (ie. staff meetings, training & development) or practice area team meetings

Competencies

- Entrepreneurial Spirit | Proactively seeks opportunities for process improvements and cost savings. Demonstrates creativity and resourcefulness in problem-solving.
- Team Collaboration | Fosters a collaborative and inclusive work environment, promoting open communication and idea-sharing. Builds strong relationships based on trust, respect, and mutual support. Actively contributes to team success and celebrates collective achievements.
- Fun and Engagement | Contributes to a positive and enjoyable workplace by fostering a sense of camaraderie.
- Pride in Work | Takes ownership of responsibilities and consistently delivers high-quality results. Demonstrates dedication and commitment to upholding the company's reputation and ethos. Celebrates individual and team accomplishments with a sense of pride and fulfillment.
- Authenticity | Embraces individuality and brings an authentic self to the workplace. Values diversity and inclusion, fostering an environment where everyone feels respected. Builds trust through honest communication and transparent leadership.
- Forward-Looking Vision | Embraces a forward-looking approach and anticipates the needs of colleagues and team members. Anticipates future trends and challenges. Encourages a culture of continuous learning and growth.
- Adaptability | Thrives in a fast-paced and dynamic environment, remaining flexible and resilient in the face of change. Demonstrates agility in adjusting priorities to meet business needs. Encourages a mindset of experimentation and learning to drive continuous improvement.

Our Ethos

We are entrepreneurial. We are a team. We encourage fun. We are proud. We are ourselves. We are forward-looking. We are adaptable.

Education & Experience

- Post-secondary education in legal administration, paralegal studies or equivalent,
- Minimum 5 years of experience as a legal assistant,
- Proficient in Microsoft Office Suite, Adobe and legal software (including NetDocs, Acumin),
- Excellent organizational and multitasking skills,
- Strong communication and interpersonal abilities; and
- Demonstrated commitment to upholding confidentiality and professional standards.

If you are interested in applying for this position, please email a copy of your resume and cover letter in PDF format to hr@bryanco.com. If you have any questions, please call 587-756-4301.



**Bryan &
company** LLP