



HAMILTON DUNCAN ARMSTRONG + STEWART  
BUSINESS + LITIGATION LAWYERS

## **LEGAL ADMINISTRATIVE ASSISTANT – COLLECTIONS (Intermediate/Senior)**

### **Overview**

Hamilton Duncan is a Business & Litigation firm located at Gateway Tower in Surrey. We have a team of 20 lawyers and 35 support staff. Our busy litigation practice is in need of an intermediate/senior LAA with at least two years experience in small claims and supreme court collections.

### **Duties & Responsibilities**

- Perform all LAA work from file opening to closing
- Initial drafting of standard pleadings motions, affidavits and garnishing proceedings
- File documents in court registry (including e-filing) and arrange service of documents
- Maintain file organization
- Handle bring forward system and court diary
- Set trial and examination dates
- Handle associated administrative tasks, including invoicing

### **Qualifications**

- 4 to 7 years experience in litigation with minimum 2 years experience in collections (Small Claims Court and Supreme Court)
- Excellent word processing skills (MS Word)
- Proactive work style
- Ability to work independently and as part of a team
- Attention to detail; requires high level of accuracy and proofreading
- Superior organizational skills
- Excellent communication and interpersonal skills

### **Contact**

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