



Legal Assistant

About Polygon

At Polygon, we pride ourselves on building with purpose. British Columbia owned and operated since 1980, the Polygon family of companies has built more than 34,000 homes throughout Metro Vancouver and the Fraser Valley. From luxury high-rise towers in dynamic urban centers to complete master planned communities, we have worked hard to earn the trust of thousands of families by committing to quality design, sound construction, and exceptional customer service.

We value integrity, trust, and 'doing the right thing'. Our team of bright, motivated, and hard-working employees is really what makes Polygon such a great place to work, and we truly believe in investing in our teams and in the communities in which we build. Come join one of British Columbia's top real estate companies!

About the Role

Reporting to the General Counsel – Real Estate, the Legal Assistant is responsible for providing a variety of office support, administrative, and legal assistant services, primarily in the areas of real estate development and corporate commercial law for the Polygon family of companies. This is a full-time, in office position at Polygon Homes Ltd.'s head office in Vancouver.

Responsibilities

General Duties

- Oral and written communications with parties connected with the Polygon family of companies' legal matters, including internal clients, external counsel, lenders' counsel, and other parties in a professional manner
- Preliminary drafting, review and editing of documents, checking information, word processing and formatting
- Attend to document preparation, execution and circulation, including electronically
- Maintain a file management and bring-forward system for the legal office
- Maintain, update and assist with development of checklists and precedents customized for the Polygon family of companies

- Coordinate legal matters with external counsel and general assistance in whatever capacity may be required

Real Estate and Corporate Commercial Law Duties

- Prepare resolutions on various matters, including signing, banking and strata resolutions
- Prepare intercompany agreements and various company related memos
- Support financings, prepare builders liens reports
- Maintain corporate information, files and records, draft resolutions, assist with incorporations, name changes, dissolutions of companies, annual and other corporate filings, and diarizing same
- Conduct LTSA, corporate and other registry searches

Requirements

- Minimum of 3-5 years of experience in a legal administrative or legal assistant role in the areas of corporate commercial or real estate law
- Legal administrative assistant certification from accredited institution preferred
- Excellent communication skills with strong English language drafting skills
- Must be able to work independently and take a proactive approach in prioritizing and managing multiple deadlines and tasks without supervision
- Exceptional organizational skills and detailed-oriented, methodical approach to carrying out responsibilities
- Proficient use of Microsoft Office suite (i.e. MS Word, Excel), Adobe, and DocuSign mandatory
- Experience using SharePoint, and Salesforce an asset
- Positive attitude and a professional demeanor
- Reliable and punctual with a strong attendance record

Salary range: \$50,000-\$75,000 per annum (bonus and benefits)

The compensation range may vary based on a number of factors including the depth and/or breadth of the candidate's years of experience, job-related knowledge, skills, and qualifications.

As a leader in the industry, we offer a competitive compensation program, commensurate with experience, along with an exceptional corporate culture.

Benefits include:

- Extended dental, health, and vision benefits
- Lifestyle Spending Account to support your wellness needs
- Employee and Family Assistance program (EFAP)
- Group life insurance benefits
- RRSP contribution
- Paid time off
- Learning and development support

Join us in shaping the future of our industry while building a rewarding career with Polygon. Please click on the 'Apply Now' button to apply.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.

Recruitment agencies: We are not accepting unsolicited agency resumes and we are not responsible for any fees in relation to unsolicited resumes.