



LEGAL ASSISTANT

Vancouver, BC

Pacific Reach is a private investment company based out of Vancouver, BC. As a vertically integrated real estate investment firm, with in-house development, construction, and property management teams, access to capital, and a thorough risk management strategy, we are able to be highly responsive to changing market conditions.

Over the past decade, our team has built a portfolio consisting of 2,000 apartment units, 1200 hotel units, and 1.5 million sqft of commercial space. We are currently active in eight major cities across North America: Vancouver, Calgary, Toronto, Seattle, Los Angeles, Las Vegas, Phoenix, and Chicago.

Opportunity:

Due to the ongoing growth, the company is looking to add a Legal Assistant to their legal team. This legal assistant will work closely with our 2 in-house lawyers and senior management while reporting to the General Counsel.

The ideal candidate will have at least four years of litigation experience including drafting legal claim, preparing court documents, and filing forms in the various registries. Additional experience in corporate experience including familiarity with the formation of corporate entities, filing of annual records, and maintenance of corporate minute books and experience with real estate transactions, MyLTSA filings, commercial leases would be beneficial.

This is an excellent opportunity to join a growing company that provides high quality and interesting work in an entrepreneurial environment.

Pacific Reach provides for a dynamic and challenging work environment. We are growing rapidly and reward innovation & hard work.

If you are interested in this opportunity, email your resume to iali@pacificreach.com while quoting this job title in the subject line.
