

SHAPE PROPERTIES CORP.

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## **Legal Administrative Assistant, Shape Properties Corp.**

### **ABOUT SHAPE**

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. With more than 370 acres in our growing portfolio, SHAPE manages +2.7M sq.ft of commercial space with +3.5M sq.ft. of commercial and residential space under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

### **OVERVIEW**

Reporting to our in-house Director of Legal, the Legal Assistant will join a growing team and organization that strives to provide a collaborative environment where each employee is encouraged to contribute to our processes, discussions and culture and grow within their role. We are looking for a candidate who can handle multiple tasks with competing priorities while providing essential administrative support within the legal department at SHAPE.

### **Primary Responsibilities:**

- Prepare, draft, edit and revise various correspondence, notices, contracts and other legal documents
- Liaise with and handle enquiries from both internal and external parties
- Lead and oversee various administrative projects and tasks
- Assist in creating and maintaining physical and virtual legal document library
- Maintain meeting schedules and circulate related files and documents
- Organize and manage email flow
- Coordinate logistics for individual or team travel (flights, car rentals, hotel bookings, restaurant reservations, etc.)
- Prepare necessary P.O.'s for spending and reconcile monthly expenses for legal department
- Identify areas of process improvement and create efficiencies within the role and department

**Working Conditions:**

Based at our corporate office, located in downtown Vancouver, the successful candidate can expect a comfortable and collaborative work environment in a modern office setting. Due to the nature of the role, the Legal Assistant may be required to travel to different sites from time to time.

**Qualifications:**

## Required Training and Experience:

- 2-3+ years previous experience in an administrative role. Experience in the real estate industry an asset
- University or post-secondary education (equivalent experiences will be considered)
- Strong competency with Microsoft Suite (Word, Excel, Outlook, Powerpoint) and Adobe
- Legal Administrative Assistant certificate/formal training an asset

## Required Knowledge, Skills, Abilities:

- Have exceptional written and verbal communication skills
- Have the ability to work in a fast paced environment with competing deadlines and the ability to multi-task
- Be team oriented, motivated, and collaborative
- Have the ability to work independently with a strong sense of work ethic
- Have excellent spelling, grammar, and proof-reading skills
- Be proactive, conscientious and reliable
- Have uncompromised ethics and integrity and understand the importance of confidentiality
- Display service excellence when dealing with internal and external clients and partners
- Have the ability to think critically and look beyond the immediate task

To apply, please visit our website at <http://shapeproperties.com/careers>