

Jan 5, 2022

### **Paralegal/Legal Administrator Hybrid Role**

Chard Development is an urban real estate development firm based in Vancouver, BC. We specialize in the development of condominium, rental and commercial projects in Metro Vancouver and Greater Victoria. Chard is constantly growing with approximately 18 buildings currently in development or under construction. We're obsessive about quality, and we work hard to exceed expectations. We know what it means to "roll up our sleeves" and we're committed to working as a team to get the job done. Our corporate culture values relationships over transactions and prioritizes results for homeowners, investors, partners and communities. We rank accountability, integrity and initiative near the top of our must-haves list. At Chard, we set rigorous expectations but ensure team members have the right tools and mentorship to succeed. We believe that great ideas come from many sources—and give credit where it's due.

This is an exciting opportunity for a talented professional to join Chard's Legal Department as a hybrid **Paralegal/Legal Administrator**, reporting to the General Counsel. The successful candidate will have an eye for detail, is a self-starter, has excellent time management skill, is personable, and always gets the job done!

#### **What You'll Be Doing:**

- Assisting with contracts related to construction, leasing, property management, development and other real estate and corporate matters.
- Providing administrative support to the General Counsel, VP of Operations and CEO
- Maintain all company/project corporate records, attending to annual maintenance reports and drafting resolutions and running corporate searches
- Running Land Title and Survey Authority title searches, completing LTO filings and submissions.
- Assisting with document drafting and working with template documents, such as contracts, leases, notices, and applications.
- Responding to internal and external requests for information
- Maintaining the Legal Department/Company filing system
- Liaising with external law firms
- Performing general office duties – typing, filing and scanning
- Maintaining Databases
- Communicating with internal and external stakeholders and responding to inquiries
- Scheduling and coordinating calendar appointments
- Discreet handling of all company business and confidential information

This position will allow you to grow your skill set and engage in increasingly challenging tasks as you become a key member of the Legal Team.

#### **What We're Looking For:**

- Completion of LAA/Paralegal certificate or diploma from accredited institution (would be an asset)
- Legal training and experience will be an asset
- At least three years experience in commercial real estate and/or corporate commercial, ideally with some exposure to large scale projects.
- Calm and collected under pressure
- Self motivated and ability to work independently as well as part of a team



- A highly motivated, self-starter with excellent communication (both written and oral), time management and organizational skills, as well as the ability to anticipate needs and adapt to changing priorities and daily demands.
- Strong critical thinking and analytical problem-solving acumen.
- Proficiency in office technology (including Microsoft Office applications).
- Enjoys a fast pace and dynamic work environment.
- Excellent planning, organizational and follow-up skills.
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Chard Development offers competitive wages and benefits, including extended health, vision and dental.

If you meet the requirements and are interested, please submit your resume and cover letter to [careers@charddevelopment.com](mailto:careers@charddevelopment.com). We thank all applicants who apply, but only those who are qualified may be contacted.