Legal assistant

Hyland Notary

Job ID
11050

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LOCATION	DATE POSTED	EXPIRY DATE
6678 152 st suite 103, Surrey, BC| British Columbia	14-10-2026	12-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.50/hr	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Salary: $38.50/Hourly

Job Type: Permanent employment, Full time

Language: English

Start Date of Employment (Approx.): As soon as possible

Minimum Education: Secondary (high) school graduation certificate

Positions Available: 2

NOC Group: Legal administrative assistants (13111)

NOC Job Title: Legal assistant

Employer's name: Hyland Notary

Job Location(s)

6678 152 st suite 103

Surrey, British Columbia

V3S 7J2

Specific Skills

- Open and distribute regular and electronic incoming mail and other material
- Schedule and confirm appointments
- Maintain filing system
- Record and prepare minutes of court sessions, meetings or conferences
- Prepare and key in correspondence and legal documents
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage

Language

• English

Education

• Secondary (high) school graduation certificate

Experience

• 1 year to less than 2 years

How to Apply

Email: jobpostings@heyram.ca

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