



Job Description

We build public confidence in the motor dealer industry in BC by engaging and educating industry and consumers, ensuring a safe and reliable motor vehicle buying experience

What's the Role?

The Paralegal/Legal Administrative Assistant is responsible for performing general administrative duties for the Director of Operations and Chief Operating Officer & Deputy Registrar. This role will support the Motor Dealer Compensation Fund (MDCCF) by preparing for board meetings and supporting the board meetings. This role will handle and format legal correspondence, and review and proofread documents. As the Paralegal/Legal Administrative Assistant, it is important to maintain strong working relationships with internal and external stakeholders, including the Registrar of Motor Dealers and outside legal counsel.

What You'll Do:

- Assist the Director of Operations in preparing legal documents for Registrar hearings and court proceedings, legal memoranda, policy documents and any other documents as directed.
- Support the Compliance and Licensing departments with the production of hearing reports, affidavits and other legal documents for hearings or court proceedings.
- Support Motor Dealer Compensation Fund (MDCCF) claim process by providing MDCCF Board meetings support, including preparation of the meeting documents, taking meeting minutes, drafting claim decisions, and maintaining claim records.
- Provide general administrative support to the Director of Compliance and Consumer Services as directed.
- Coordinate with VSA's outside legal counsel, the production of any legal documents as necessary.
- Act as the alternate Legal Administrative Assistant to the Registrar of Motor Dealers.
- Other duties as assigned.

Is this a Good Fit for You?

This position requires the candidate to have solid communication, time-management, and analytical skills, as well as a demonstrated understanding of organizational privacy. The ideal candidate will have strong skills to handle organizational change and experience in mediations and other forms of alternate dispute resolution.

Your Experience and Educational Background

- Graduated from a recognized paralegal program in Canada or equivalent combination of experience.
- Minimum 3-5 years' experience working as a Paralegal in a law firm, court, tribunal or legal environment.
- Preference given to those with experience with judicial review applications to the B.C. Supreme Court and mediation experience.



- Self-motivated to achieve high standards and able to manage multiple priorities
- Able to work alone or as a member of a team
- Excellent interpersonal skills
- Able to calmly diffuse situations in a professional manner
- Good analytical and problem-solving skills with excellent attention to detail and accuracy in documentation preparation
- Able to communicate clearly, concisely and professionally in writing and orally
- Able to build and maintain professional relationships
- Demonstrated ability to handle confidential information with sensitivity and discretion
- High level of proficiency in the technical skills needed to operate in a modern electronic office setting, including the use of mobility tools.

You Possess the Following Competencies

- Knowledge and understanding of the significance of confidentiality
- Ability to problem-solve using a technical and logical thought process
- Ability to manage multiple priorities and meet deadlines in a timely manner
- Ability to work with a high degree of independence, initiative and confidentiality
- Ability to adapt quickly to change and deal with overlapping or changing priorities
- A keen eye for detail
- Collaborative professional who promotes teamwork and works cohesively within a team-orientated environment
- Good written and interpersonal communications skills

Benefits of Working at the VSA

Along with a competitive salary, your total compensation package includes vacation, optional leave arrangements, health care and dental benefits, and contributions and employer matching towards your RRSP. As a member of our team, you'll have access to services and benefits.

The VSA is a place where you can build your career. You'll work with a dedicated, passionate team that strives to bridge the gap between industry and the regulator, all while embracing a collaborative and innovative approach! Consider joining a strong, committed team with access to programs, and activities that support a healthy work-life balance and fosters individuality and diversity.

All applicants must undergo a criminal background check, pass a skill/knowledge test, should have knowledge of the role of regulatory organizations, and preferably knowledge of the Motor Dealer Act and other relevant consumer protection legislation.