

Legal Assistant

BC Public Service, Vancouver/Richmond, \$42,655.22 - \$48,230.51

Currently 1 Regular Full Time position available in Vancouver and 1 Regular Full Time available in Richmond. You are responsible for providing witness management functions and financial functions. The Legal Assistant receives administrative supervision from the Legal Office Manager, District Administrator or Deputy Director, Regional Operations and reports to Crown Counsel for daily assignments and direction. Qualifications for this role include: • Grade 12 graduation or equivalent. • Successful completion of a recognized Legal Assistant certificate/Paralegal program, OR a combination of 4 years of education, training, and administrative support/clerical experience. • One year of experience working in a legal office OR a minimum 3 months of recent experience working as a Legal Clerk or a Legal Assistant within the BC Prosecution Service. Preference may be given to those with experience within the last two years. Preference may be given to one or more of the following areas: • Completion of a Legal Assistant certificate or a Paralegal program. • One year of recent experience (within the last two years) working in a legal office as a Legal Assistant OR a minimum of 3 months of recent experience (within the last two years) working as a Legal Clerk or a Legal Assistant within the BC Prosecution Service. • Recent (within the last two years) experience working as a Legal Assistant in the criminal law field and/or the Justice Sector. Apply by Dec 10, 2018 at bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/55924

Job Posted: November 24, 2018

Legal Administrative Assistant

Sahota Law Office, Surrey, \$24.50/hr

Responsibilities: • Create new files, virtual file lists, and World ox identification numbers for each document and scan documents into WD and update company file lists • Prepare and key in correspondence and legal documents, such as deeds, wills, affidavits and briefs, from handwritten copy and dictation using computers • Maintain file binder and index • Maintain Confidentiality Agreements excel list • Create company shadow minute books. Employment requirements: Completion of secondary school is required. Completion of a one- or two-year college Or, other program for secretaries or legal secretaries is required. Fax: 604-596-9494. Mail: #214 - 7928 128 Street, Surrey, BC V3W 4E8; Email: jobsatsahotalawoffice@gmail.com

Job Posted: November 24, 2018

Vice General Manager

Alican Plastics Inc., Richmond, \$80,000

Alican is in the business of manufacturing, engineering, product design, prototype fabrication, tool and die making, production and packing of plastic and metal parts. The industries we service include medical and surgical devices, beverages, metal manufacturing, toys, appliances, auto and many other industries in Canada, the USA and Europe. We can build, modify, repair moulds with great accuracy through strict quality assurance to match customers' needs. Requirements: • Bachelor's Degree • 5 years of experience in a senior position with strong background in management, sales and marketing • Knowledge in ISO9000 Quality Management System compliance is required • Knowledge of 3D printing technology is an asset • Knowledge of plastics moulding is an asset • Decision making, leadership skills • Able to think creatively and strategically • Strong negotiation skills • Ability to multi task and complete numerous tasks simultaneously • Able to overcome obstacles to cooperation and to foster harmonious relations; Location: Unit 230, 12417 No.2 Road, Richmond, BC V7E 6H7; Email: alicanplasticsca@gmail.com

Job Posted: November 24, 2018

Purchasing Manager (Material and services)

Oasis Windows Ltd., Surrey, \$39/hr

Purchasing managers perform the following duties: Plan, organize, direct, control and evaluate the purchasing activities of the company. Develop purchasing policies and procedures and control purchasing department budget. Identify vendors of raw materials, hardware and equipment. Requirements: • Languages: English • Education: Bachelor's degree or equivalent experience • Experience: 2 years to less than 3 years • Ability to Supervise: 1 to 2 people • Tight deadlines, Attention to detail • MS PowerPoint, MS Office, MS Outlook, MS Excel, MS Word. Mail: 7677 134 Street, Surrey, BC V3W 9E9; Email: employment@oasiswindows.com

Job Posted: November 24, 2018

Manager of Human Resources

City of Maple Ridge

Reporting to the Director of Human Resources, the Manager of Human Resources will provide operational and administrative leadership to ensure delivery of strategically aligned programs, services and HR solutions that support the achievement of the City's goals and objectives. This position requires an individual with demonstrated leadership skills, strong analytical and problem-solving capabilities, excellent communication and facilitation skills and the ability to effectively manage and prioritize multiple demands. As a strong collaborator, the ideal candidate will be adept at relationship building and fostering a culture of stakeholder engagement. You will hold a university degree in Human Resources or a related discipline and a minimum of 7 years of experience in senior operational and leadership roles within a complex, unionized environment. Considerable experience in labour relations, including collective bargaining, is required. CPHR designation and municipal experience is preferred. The successful candidate will be required to complete a Police Information Check as a condition of employment. Apply online by January 6, 2019, Job Id: 18-122, at www.mapleridge.ca/311/Find-Jobs

Job Posted: November 24, 2018

Distribution and Logistics Manager

MINISO Canada Investments Inc., Richmond, \$20/hr

Work in MINISO Canada headquarter warehouse which serves MINOSO Canada distribution and transportation functions for operation and development; Oversee the distribution and dispatch functions, ensure compliance with MINOSO Canada company policy and transportation regulations; Be responsible for overall distribution and transportation of MINISO merchandises to retailing stores on national scales. Requirement: • bachelor degree • 5 years of experience in transportation • management experience • leadership and problem solving. Location: 13600 Maycrest Way, Richmond, BC V6V 2W2; Email: recruit@miniso.ca

Job Posted: November 24, 2018

Construction Procurement Coordinator **Sandman Hotels, Inns and Suites Ltd., Vancouver**

Assisting the Project Managers and Site Superintendents of your assigned projects Material takeoffs from drawings/blueprints Sourcing and purchasing construction materials Interact and negotiate with suppliers. Coordinate the movement of purchased materials. Compile data from vendor invoices and supporting documents to verify accuracy of billing data and to ensure receipt of items ordered. Compile data to generate weekly, monthly, quarterly and annual reports to be used for cost-saving initiatives. Requirements: High School Diploma or GED required. Working knowledge of MS Project would be an asset but not a requirement Experience with either CAD or Plan Swift Knowledge of MS Excel required Experience in Drafting would be an asset but not a requirement. Demonstrated ability to accurately calculate, post, correct, and manage finances allocated to the supply of materials while operating within a budget. Strong knowledge of payment regulations and fair credit practices. Must possess a high level of moral judgment for handling confidential information and monetary transactions. Strong diplomatic, negotiation, and conflict resolution skills. Effective attention to detail and a high degree of accuracy. Strong work ethic and positive team attitude. Sound analytical thinking, planning, prioritization, and execution skills. Excellent teamwork and team building skills. Mail: 1755 West Broadway, Vancouver, BC V6J 4S5; Apply online by Dec 14, 2018 at northland.prevueaps.com/jobs/

Job Posted: November 24, 2018