



Job Description: Corporate Legal Assistant

Position: Corporate Legal Assistant

Location: Victoria, BC

Type: Part-time 24-32 hours per week with future full-time potential

Reports to: Managing Director, Highbury Asset Management Inc.

About Highbury Asset Management

Highbury Asset Management is a dynamic and forward-looking company that specializes in executive management, strategic planning, financing, and shared finance, and administration services to a diverse portfolio of real estate and retail investments. Our company is rooted in the scenic landscapes of southern Vancouver Island and Salt Spring Island, where we proudly manage a thriving collection of businesses employing over 400 dedicated staff.

Our Portfolio

At Highbury Asset Management, our portfolio is as diverse as the communities we serve. We oversee a wide range of assets, including:

- **Grocery Stores:** We manage two bustling grocery stores that serve as essential pillars of the communities they call home.
- **Liquor Stores:** With six liquor stores under our care, we offer a varied selection of beverages and provide exceptional service to our valued customers.
- **Cannabis Store:** Our modern and popular cannabis store caters to the evolving needs of our clientele on Salt Spring Island.
- **Mobile Home Park:** We take pride in providing affordable housing on our seaside property in Sooke.
- **Commercial Real Estate Centres:** Our marketplace on Salt Spring Island is a thriving hub within a welcoming community. We also manage commercial properties in Duncan and Victoria.
- **Staff Housing:** Recognizing the challenges of finding affordable accommodations, we offer staff housing to our dedicated employees.
- **Properties for Development:** We are forward thinkers, always on the lookout for opportunities to enhance our communities through thoughtful development.

Our Commitment

Highbury Asset Management operates with a dual commitment: one to the teams we support and the other to the preservation and growth of the assets entrusted to us. We consider our team members, partners, and the communities we serve as integral parts of our extended family.

Our Values

- **Professionalism:** We maintain the highest standards of business and property management, coupled with meticulous accounting and administrative services.
- **Growth:** We are dedicated to the growth of our team members, providing opportunities for development and advancement.
- **Community:** We understand the significance of our presence in the communities we serve and actively engage in nurturing their growth and well-being.

At Highbury Asset Management, we invite you to join our dynamic team, where your contributions will help us continue our tradition of excellence and our unwavering commitment to our stakeholders. We are an equal opportunity employer and welcomes candidates from all backgrounds to apply.

About the Role

Highbury Asset Management Inc. is seeking a capable, detail-oriented **Corporate Legal Assistant** to manage core corporate, legal-administrative, and property administration functions across a diverse group of privately held companies, trusts, and real estate assets. This is a part-time 24-32 hours per week opportunity with future full-time potential.

This role is central to maintaining **corporate compliance, governance records, and administrative continuity** across the organization. It is a structured, process-driven position focused on accuracy, follow-through, and long-term stewardship of records and obligations to ensure corporate, legal, and property administration obligations are met consistently and accurately.

Key Responsibilities

Corporate Records & Governance

- Maintain corporate and trust **minute books**, including annual updates and resolutions
- Prepare and file **annual reports** and annual director/shareholder minutes
- Coordinate the circulation, execution, and tracking of **signatures** for corporate, shareholder, and trustee documents
- Prepare **shareholder and trustee resolutions**, including dividend declarations
- Maintain and update **shareholder agreements** and corporate reorganization documentation
- Incorporate new companies and assist with the creation of new trusts
- Maintain transparency registers and other statutory records as required
- Track historical records relating to dividends, loans, and trust distributions

Regulatory Filings & Systems

- Manage filings and reporting through **BC Online, BCeID**, and related provincial systems
- Track and manage **BC Online account balances** and coordinate expense reporting to accounting

- Access and manage **Land Title** records, including pulling titles, mortgages, easements, and strata plans
- Prepare and submit required filings for regulated entities (e.g., LCRB reporting, pharmacy attestations)

Lease & Property Administration

- Prepare and administer **commercial and residential leases**, including renewals and notices
- Track lease terms, renewal dates, and rent increase notices
- Support **residential tenancy administration**, including trailer park tenancy renewals and rent increases
- Assist with residential purchase and sale agreements, including offers to purchase
- Coordinate and track **insurance policies and renewals**

Property Tax & Assessment Support

- Maintain property tax tracking and payment schedules
- Review **BC Assessment** notices and support appeal analysis annually
- Maintain centralized records for assessed values and tax obligations

Records Management

- Maintain and organize physical and electronic corporate records
- Coordinate filing, retention, and secure shredding of legacy documents
- Maintain accurate indexes of where records are stored (physical and digital)

Financial & Administrative Support (Non-Accounting)

- Maintain historical schedules relating to dividends, loans, and inter-entity balances
- Support trust accounting administration (CaseWare familiarity an asset, though activity is limited)
- Coordinate information flow to accounting for proper recording and reconciliation

Ideal Candidate Profile

The ideal candidate:

- Has experience in **corporate legal administration, governance support, or paralegal-style roles**
- Has experience with **BC Online, Land Titles, or similar registry systems** (or can learn quickly) and is comfortable managing **complex records across multiple entities**
- Is proficient with core business software, including Microsoft Office (Word, Excel, Outlook), Microsoft Teams, and experience using corporate records and minute book management software (for example, MinuteBox or similar platforms).
- Is highly organized, methodical, and detail-oriented
- Understands the importance of confidentiality, accuracy, and compliance
- Works well independently and follows established processes
- Is comfortable interacting with lawyers, accountants, regulators, and internal stakeholders
- Values stability, structure, and long-term contribution over variety or visibility.

Work Arrangement

- This is a part-time 24-32 hours per week office-based role in Victoria with future full-time potential.
- Regular business hours with predictable workflow cycles
- Periodic peaks around annual filings, renewals, and regulatory deadlines

Compensation

Compensation is \$35.00 - \$40.00 per hour commensurate with experience and qualifications. This range reflects local Victoria market rates for experienced corporate administrators and legal-administrative professionals and recognizes the responsibility associated with managing corporate records, regulatory filings, leases, and multi-entity administration.

Benefits include:

- Extended medical and dental coverage
- Paid vacation and statutory holidays
- Access to confidential counselling and wellness support services
- A generous employee discount on grocery purchases
- Flexibility in scheduling

This is intended to be a **stable, long-term role** with predictable workflows and a supportive work environment.

Why This Role

This role offers the opportunity to be a **trusted steward of corporate and property records** within a long-standing, privately held business group. For someone who values precision, accountability, and continuity, it provides a stable and meaningful professional home.