



Job Title: Paralegal

Location: Calgary, Alberta

Job Type: Full-time, In-person

Reports To: Senior Manager, Assets and Customer Service

Join a Fast-Growing Leasing Company Driving Business Across Canada

Arundel Capital Corporation is a Calgary-based leasing company specializing in asset-based financing solutions for industrial equipment. We support businesses across Canada by helping them acquire the equipment they need to grow and succeed. As we expand, we're looking for a skilled and motivated **Paralegal** to join our in-office team and play a key role in managing the legal and administrative aspects of collections and asset recovery.

What You'll Do

You'll be a vital member of our Assets and Customer Service team, working closely with legal counsel, external agencies, and internal departments to manage legal processes and documentation throughout the lease lifecycle. If you're a detail-oriented problem solver with a passion for commercial law, this role offers meaningful, hands-on work in a collaborative and fast-paced environment.

Key Responsibilities:

- Review lease documents and assess whether escalation to legal counsel or a collection agency is required
- Prepare comprehensive legal packages and documentation for legal proceedings
- Liaise with legal professionals across provinces, providing instructions and relevant case materials
- Manage communication and coordination with collection agencies
- Participate in mediations and legal proceedings when required
- Handle third-party lien issues and complete bankruptcy-related documents
- Work with trustees and internal departments (collections, insurance, and accounting) to bring files to resolution
- Maintain accurate legal records and customer notes in our Lease Plus system

What You Bring

Education & Experience:

- Associate or Bachelor's degree required; Paralegal Studies diploma or certification strongly preferred
- 2–4 years of experience as a paralegal, ideally within financial services, leasing, or a commercial law practice

Skills & Knowledge:

- Solid understanding of Canadian commercial law, PPSA, SFSA, and the Bankruptcy and Insolvency Act
 - Familiarity with Quebec seizure law is an asset
 - Proficiency with Microsoft Office Suite (Excel, Outlook, Teams)
 - Strong written and verbal communication skills
 - Exceptional organizational skills and the ability to manage multiple tasks under tight deadlines
 - Bilingual (English/French) candidates will be given preference
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Why Work with Us

At Arundel Capital, we value professionalism without unnecessary formality. Our growing team is supportive, collaborative, and driven to help Canadian businesses succeed.

We offer:

- Competitive salary
- Extended health and dental coverage
- Life and disability insurance
- Company events
- On-site gym
- RRSP matching program
- A friendly, informal work environment where your contributions make a real impact

How To Apply

Please send your resume and cover letter to hr@arundelcapital.com