

Siskinds is one of Southwestern Ontario's leading law firms. We provide local and national service in virtually all areas of the law including personal injury, business and commercial law, class actions, labour and employment, family, estates, and litigation. Our team of over 80 lawyers and more than 100 support staff is dedicated to ensuring our clients receive exceptional service.

Business & Franchise Legal Assistant – Full-time

This position will require you to perform administrative support for a seasoned business lawyer as well as supporting two junior associates. The group is dedicated to providing excellent, personal and timely services to its group of regional, national and international clients in the franchise, software and licensing markets. The successful candidate will provide a certain level of administrative support, including opening/closing files and administrative tasks, but will function at an increasingly senior level of document preparation including franchise and software agreements, trademark applications/responses, franchise disclosure documents, incorporating companies and organizing minute books, drafting annual resolutions, and management of multiple databases.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal), will have a minimum of 0-3 years relevant experience, and/or a sound working knowledge of this area. New grads are welcome to apply.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound administrative, time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical). Attention to detail is also imperative. Regular and increasingly important client contact will occur.

The successful candidate will work well both independently and within a team setting. You will have an interest in applying technology to improve speed and quality. You enjoy a fast-paced, multi-tasked and deadline-driven environment. You enjoy working with a fun-loving team passionate about doing things better, and providing an exceptional client experience at every encounter. You enjoy new challenges, with every day bringing new opportunities for learning and advancement.

The following skills and attributes are also essential:

- Above average interpersonal skills
- Strong organizational skills with the ability to be proactive and follow through.
- Superior communication skills (both verbal and written)
- Detail-oriented
- Ability to multi-task, prioritize, and work to deadlines
- Strong client service skills, and finally
- Above average keyboarding/computer skills (primarily Word and Outlook)
- Sense of humour

We are a truly a cohesive team, and as such, being a team player as well as having a strong technical ability and positive attitude will make you a top runner, and ideally our chosen candidate.

This position is well-suited to someone who wants an opportunity for significant career advancement, in terms of responsibility and compensation.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits. Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting “Business & Franchise Legal Assistant – Your Name” in the subject line, to humanresources@siskinds.com . Deadline for submissions is Friday, May 5, 2017

Contact Information:

Siskinds, London Head Office

Attention: Human Resources, 680 Waterloo Street, P.O. Box 2520

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Email: humanresources@siskinds.com