

Siskinds LLP is one of Southwestern Ontario's leading law firms. We are a growing team of over 230 lawyers and support staff covering personal, business, personal injury, and class action law as well as over 25 specialized practice areas. As one firm, we help clients make the right legal choices and manage their legal affairs, and we strive to offer our services in a manner that's easy to understand and access.

Building & Records Clerk – Full Time

This opportunity exists in our Building Team and Records Team. As with all positions, you may be called upon at any time to support other members of the larger Siskinds' team.

An ideal candidate will have the following characteristics: a quick learner, strong time management skills (including the ability to prioritize and multi-task), strong organizational skills, detailed oriented, strong reading comprehension, and works well on a team.

Responsibilities:

- Provide accurate and timely completion of prepping, scanning and filing of legal records according to prescribed procedures
- Manage files from off-site storage
- Pull closed files from on site storage and forward to requester
- Assist in inventory control and file destruction
- Perform file maintenance in SWIM (i.e. file closing)
- Assist with internal building requests (desk or workstation reorientation, internal moving of lawyers or staff)
- Assist with closed file pick up and/or floor delivery
- Assist with providing necessary equipment accessories (footrest, monitor risers, etc)
- Assist with fulfilling building supply requests
- Assist with preparing Confidential Shred Bins for pick up and then return to floors once emptied
- Assist with notifying Property Management of building issues (washroom issues, temperature adjustments)
- Assist vendors with access and directions regarding reported issues
- Assist with small repairs
- Able to determine needs/identify gaps relating to processes
- Miscellaneous duties and projects as assigned

Physical Requirements:

- This position requires the ability to lift, reach, pull, carry, move etc., thus some physical effort is required.
- Must be able to lift weight of 25 pounds or more on a recurring bases for short durations.
- Must be able to comfortably stretch and perform reaching/pulling from higher shelves as needed.

Qualifications:

- Sound computer and data entry skills and the ability to efficiently use new systems as they become available.
- Good organization and time management skills.
- Ability to prioritize.
- Strong attention to detail.
- Strong people skills in dealing with all levels within the Firm.
- Strong communication (both verbal and written) skills.
- Proactive, and brings ideas forward.
- Excellent customer service skills.

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

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 "Building & Records Clerk" and "Your Name" in the subject line, to humanresources@siskinds.com. Deadline for submissions is Wednesday, December 8, 2021.

Contact Information:

Siskinds, London Head Office
Attention: Human Resources, 275 Dundas Street, Unit 1
London Ontario N6B 3L1

Email: humanresources@siskinds.com