

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and employees covering personal legal services, business law, personal injury law, and class actions law as well as over 25 specialized practice areas. We help clients make the right legal choices, manage their legal affairs, and resolve complicated matters. Our culture and working style strive to make our clients' experiences comfortable, reassuring, and productive while delivering excellence in the services we provide.

Business Law Legal Assistant – Full-time

This position will provide administrative support for our Business Law Team, one of the largest and most sophisticated in Southwestern Ontario. The successful candidate will support a team of lawyers and law clerks to deliver timely and excellent legal services to our clients. You will be responsible for opening/closing files, organizing and maintaining files, scheduling meetings, taking cold calls, communication with clients, and all general administrative tasks.

Our ideal candidate will have a post-secondary education in a related field, 0-2 years relevant experience. 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.

You will work well both independently and within the team setting. You will have a sincere passion for new technology learning and application. You enjoy a fast-paced, multi-tasked and deadline driven environment.

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, Outlook and Adobe)

We are a cohesive team and being a team player as well as having a strong technical ability and a positive attitude will make you an ideal choice candidate.

We offer hybrid remote work schedules in 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 any needs necessary 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 Law Legal Assistant” and “Your Name” in the subject line, to humanresources@siskinds.com. Deadline for submissions is Friday, August 5, 2022.

Contact Information:

Siskinds, London Head Office
Attention: Human Resources, 275 Dundas Street, Unit 1
London Ontario N6A 3V8

Email: humanresources@siskinds.com