

Siskinds is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and staff 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

What are you looking for?

- Be part of a cohesive team that promotes collaboration and teamwork
- Work in a technologically advanced environment with exposure to many specialized computer applications
- Competitive compensation and benefits
- Professional development opportunities
- Strength of a big firm with the culture of a small firm
- Subsidized downtown parking
- Working within a state-of-the-art building

Who are we looking for?

We are currently seeking a Legal Assistant for our Business Law Department. This position will require you to provide support to the 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.

- Post-secondary education in a related field;
- 0-2 years relevant experience. New grads are welcome to apply;
- 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).

General tasks

- Opening/closing files;
- Preparation of accounts;
- Organizing and maintaining files;
- Scheduling meetings;
- Taking cold calls;
- Communication with clients; and
- General administrative tasks.

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.

We are a truly 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.

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 Law Legal Assistant" and "Your Name" in the subject line, to humanresources@siskinds.com . Deadline for submissions is Monday, April 29, 2024

Contact Information:

Siskinds, London Head Office

Attention: Human Resources, 275 Dundas Street, Unit 1 London Ontario N6A 3V8 Email:

humanresources@siskinds.com