

Siskinds 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 and over 25 specialized practice areas. As one, we are focused on helping clients make the right legal choices, managing legal affairs, connecting the dots where needed and generally making life a little less complex by making the expertise clients need easier to access and use.

Class Actions Law Clerk – Full-time

This position will require you to support our Class Actions department. Tasks include, but are not limited to, creating and filing Court documents (including, in particular, pleadings, complex motion records, and factums); research; administrative tasks; requesting, organizing, and reviewing records; and communication with clients.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal), and 2-5 years' experience supporting a litigation practice.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual who enjoys a fast-paced and multi-tasked work environment. The role requires sound administrative, time management, and organizational skills. It also requires excellent communication skills (verbal and written) and attention to detail.

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 and Outlook)

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.

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 "Class Actions Law Clerk" and Your Name, in the subject line, to humanresources@siskinds.com . Deadline for submissions is Thursday, December 2, 2020.

Contact Information:

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

Email: humanresources@siskinds.com