

Siskinds is a leading law firm located in Southwestern Ontario. We are a growing team of over 240 lawyers and support staff covering personal, business, personal injury and class action law and over 25 specialized practice areas. Our focus is on helping clients to make the right legal choices, managing legal affairs, resolving complicated matters, developing innovative solutions and generally making life a little less complex by providing the necessary expertise to clients.

## **Class Actions Law Clerk – Full-time – Toronto Office**

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.

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. Our environment is heavily team-based; you will need to work well both independently and as part of a team. Successful candidates will have a sincere passion for learning and applying new technology.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal) and 2-8 years’ experience supporting a litigation practice.

The following skills and attributes are also essential:

- Above average interpersonal skills and a positive attitude
- 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
- Above average keyboarding/computer skills (primarily Word and Outlook)

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 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](http://www.siskinds.com)

**Please email your resume** quoting “Class Actions Law Clerk” in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com) . Deadline for submissions is Thursday, June 2, 2022.

**Contact Information:**

Siskinds, London Head Office

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

Email: [humanresources@siskinds.com](mailto:humanresources@siskinds.com)