

SISKINDS | The law firm

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.

Class Actions Legal Assistant – 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; 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 2-8 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 cohesive team and being a team player as well as having a strong technical ability and a positive attitude will make you an ideal 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

Please email your resume quoting "Class Actions Legal Assistant" and "Your Name" in the subject line, to humanresources@siskinds.com. Deadline for submissions is Friday, September 16, 2022.

Contact Information:

Siskinds, London Head Office

Attention: Human Resources, 275 Dundas Street, Unit 1

London Ontario N6A 3V8

Email: humanresources@siskinds.com