

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 strives to make our clients' experiences comfortable, reassuring, and productive while delivering excellence in the services we provide.

Client Service Representative – Full-time

We are currently seeking a confident and amiable individual with some basic experience working with people to assist internal colleagues and external clients with a range of support services. The primary task within this position is to answer phone calls received by Siskinds. This opportunity exists at our head office in London, Ontario.

We are looking for a customer service enthusiast who:

- has 1–2 years of client service (or related) experience;
- possesses strong and efficient communication skills;
- is computer literate; excellent at using the Microsoft suite and learning new programs;
- demonstrates a high level of organization and time management abilities;
- presents a professional dress and manner;
- possesses a Secondary School Diploma.

Personal qualities are as important as professional qualifications when working with this team. You must be a team-player, reliable, empathetic to the situations of others, and able to maintain a positive outlook. Interacting with all levels of the firm, you possess a high level of tact and integrity when dealing with exposure to confidential information. You have the ability to multi-task through multiple interruptions in our fast-paced practice but maintain self-motivation during off-peak times.

This role includes but is not limited to:

- answering a multi-line telephone;
- reception duties (at times): greeting clients/staff, keeping reception area tidy, receiving/tracking mail;
- performing and documenting intake calls and conflict searches;
- assisting any and all departments with clerical duties and special projects as needed;
- maintaining various databases.

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.

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 "Client Services Representative" and "Your Name" in the subject line, to humanresources@siskinds.com . Deadline for submissions is Tuesday, July 12, 2022.

Contact Information:

Siskinds, London Head Office

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

Email: humanresources@siskinds.com