

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.

Commercial Litigation Law Clerk – Full Time

Siskinds is growing and seeking a Commercial Litigation Law Clerk. This position will require you to provide legal support to a busy Commercial Litigation team. The tasks will include, but are not limited to, organizing and maintaining files and preparation of correspondence, court documents and document briefs.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal) and will have at least 3 years of relevant experience.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound administrative, time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical). Attention to detail is also imperative.

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
- Knowledge of the Rules of Civil Procedure
- Ability to multi-task, prioritize, and work to deadlines in a fast-paced working environment
- Strong client service skills, and finally
- Strong keyboarding/computer skills (primarily Word and Outlook)

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and a positive attitude will make you a top contender, 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 “Commercial Litigation Law Clerk” 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 N6B 3L1

Email: humanresources@siskinds.com