

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and staff 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.

Commercial Litigation Legal Assistant – Full-time

What are you looking for?

- Be part of a cohesive team that promotes collaboration and teamwork
- Option for hybrid remote work schedule in a technologically advanced environment with exposure to many specialized computer applications
- Competitive compensation and benefits
- Professional development opportunities
- Strength of a big firm with the culture of a small firm
- Subsidized downtown parking
- Working within a state-of-the-art building

Who are we looking for?

We are currently seeking a Commercial Litigation Legal Assistant. This position will require you to provide administrative support to the Commercial Litigation group.

- Above average interpersonal skills
- Ability to take the initiative and work independently
- Strong organizational skills
- Superior communication skills (both verbal and written)
- Meticulous attention to detail with excellent proofreading skills
- Ability to multi-task, prioritize, and work to deadlines
- Strong client service skills
- Above average keyboarding/computer skills (primarily Word and Outlook)
- Flexibility to work with changing priorities
- Preparation of basic legal documents

General tasks

- Opening and closing files
- Preparation of retainer and referral agreements
- Paying invoices
- Managing billing and accounting processes including docket entry, preparation of client accounts and invoices
- Filing, scheduling meetings, client intakes, and day to day client communication

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.

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 Legal Assistant” and “Your Name” in the subject line, to humanresources@siskinds.com . Deadline for submissions is Friday, March 1, 2024.

Contact Information:

Siskinds, London Head Office

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

Email: humanresources@siskinds.com