

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.

General Administration – Four Month Contract

Siskinds is seeking an individual to assist the Records and Compliance department by providing administrative assistance to the Records team. The ideal candidate will be professional, enthusiastic, proactive, and enjoy working in a fast-paced environment.

Qualifications:

- Good organization and time management skills.
- Ability to prioritize
- Strong attention to detail.
- Strong communication skills
- Excellent customer service skills
- Proactive

Physical Requirements:

- This position requires the ability to lift, reach, pull, carry, move etc., thus some physical effort is required
- Must be able to lift weight of 25 pounds or more on a recurring bases for short durations
- Must be able to comfortably stretch and perform reaching/pulling from higher shelves as needed

Personal qualities are as important as professional qualifications, you must be a team player, and eager to help. You must have a high-level integrity when dealing with exposure to confidential information.

Responsibilities:

- Preparing files for scanning to PDF
- Scanning of files ensuring content is correct
- Reviewing scanned files and preparing for destruction
- Removing required documents from files
- Organizing documents

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

Please email your resume quoting "General Administration" and Your Name, in the subject line, to humanresources@siskinds.com . Deadline for submissions is Friday, May 20, 2022.

Contact Information:

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

Email: humanresources@siskinds.com