

Siskinds is one of Southwestern Ontario's leading law firms. We provide local and national service in virtually all areas of the law including personal injury, business and commercial law, class actions, labour and employment, family, estates, and litigation. Our team of over 80 lawyers and more than 100 support staff is dedicated to ensuring our clients receive exceptional service.

## **Business & Franchise Legal Assistant – Full-time**

This position will require you to perform administrative support for a seasoned Business & Franchise Team of two associates and a clerk. These tasks include but are not limited to, opening/closing files, generating accounts, all general administrative tasks, compiling record books, correspondence; drafting franchise documents, trademark applications/responses, franchise disclosure documents, incorporating companies and organizing minute books, drafting annual resolutions, and management of multiple databases.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal), a 0-2 years relevant experience. New grads are welcome to apply.

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. Regular client contact will occur.

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 truly a 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](http://www.siskinds.com)

**Please email your resume** quoting "Business & Franchise Legal Assistant" and "Your Name" in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com) . Deadline for submissions is Friday, February 23, 2018.

### **Contact Information:**

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