

Siskinds is one of Southwestern Ontario's leading law firms. We are a team of over 230 lawyers and support staff covering personal, business, personal injury and class action law and over 25 specialized practice areas. As one, we are focused on helping clients make the right legal choices, managing legal affairs, connecting the dots where needed and generally making life a little less complex by making the expertise clients need easier to access and use.

Business Law Clerk – Full-time

This position will provide support for our Business Law Team, one of the largest and most sophisticated in Southwestern Ontario. The successful candidate will support a team of lawyers and senior clerks to deliver timely and excellent legal services to our clients. You will be involved in the preparation of virtually all documentation typically encountered in a commercial law practice, including incorporations, shareholder agreements, secured lending transactions, reorganisations, annual proceedings, leasing matters, commercial agreements, mergers and acquisitions. You will also play an integral part in the completion of transactions, client communications, and in the ongoing maintenance of good client relations.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal), 7+ years' 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
- Ability to multi-task, prioritize, and work to deadlines
- Strong client service skills, and finally
- Above average keyboarding/computer skills (primarily Word, Outlook and Adobe)

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 “Business Law Clerk” and “Your Name” in the subject line, to humanresources@siskinds.com . Deadline for submissions is Tuesday, January 19, 2021.

Contact Information:

Siskinds, London Head Office

Attention: Human Resources, 680 Waterloo Street, P.O. Box 2520

London Ontario N6A 3V8

Email: humanresources@siskinds.com