

Siskinds is one of Southwestern Ontario's leading law firms. We are a growing 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 Legal Assistant – Full-time**

This position will provide administrative 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 law clerks to deliver timely and excellent legal services to our clients. You will be responsible for opening/closing files, organizing and maintaining files, scheduling meetings, taking cold calls, communication with clients, and all general administrative tasks.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal/Office Administration), 0-2 years relevant experience, and/or a sound working knowledge of this area. 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.

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 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 Law Legal Assistant” and “Your Name” in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com) . Deadline for submissions is Thursday, October 21, 2021.

**Contact Information:**

Siskinds, London Head Office  
Attention: Human Resources, 275 Dundas Street, Unit 1  
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